

# Project Brief & Scope of Services

for

An Architect-Led **Multi-Discipline Service Provider (MDSP)**

for

The development of the **Skibbereen Steam Mill** at  
**Ilenn Street, Skibbereen, Co. Cork**



Cork  
County Council  
Comhairle Contae Chorcaí

## Document Control Sheet

<b>Contracting Authority</b>	Cork County Council
<b>Project Title</b>	Skibbereen Steam Mill
<b>Contact Details</b>	See Instructions to Tenders Document
<b>Document Title</b>	<b>Project Brief &amp; Scope of Services</b>
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## 1. Introduction

Cork County Council is seeking to appoint an Architect led multi-disciplinary service provider (MDSP) to provide consultancy services for the proposed development of the existing Old Steam Mill located in Skibbereen Co Cork.

The project is to provide for the complete redevelopment, alteration, refurbishment and extension (as may be required) of a complex of existing historic structures, adjacent building(s) and associated site into a proposed exhibition space and heritage centre with associated public realm enhancements.

The consultant shall provide professional services for all stages of the project, including but not limited to:

- a) Architectural design services
- b) Conservation architectural services - grade 2
- c) Interpretive and exhibition design services
- d) Conservation Accredited Civil & Structural Engineering Design Services
- e) Mechanical & Electrical Design Services
- f) Fire Safety & Accessibility Design Services
- g) Landscape Design Services
- h) Quantity Surveying Services
- i) PSDP Services
- j) BCAR Services
- k) Ecology Consultancy Services
- l) Planning Consultancy Services

The services shall be delivered in accordance with:

- The Capital Works Management Framework (CWMF)
- The Public Spending Code/Infrastructure Guidelines
- Relevant Irish and EU procurement legislation.

The Consultant is to be appointed for all stages of the Capital Works Management Framework (CWMF).

## 1.1 Project objectives

Cork County Council owns and operates Skibbereen Heritage Centre in a former Gas Works building which is located near the Steam Mill. The Heritage centre includes a famine exhibition and had 16,400 visitors in 2024. The current exhibition is limited to one room and there is no room for expansion within the building. The Genealogist offers consultations in an open plan area, which can be uncomfortable for staff and clients. When school and tour groups are in the building, there is little room for other visitors as the exhibition is so tightly located. The building also lacks staff welfare facilities.

This project's **primary objective** is to refurbish the Old Steam Mill, develop and re-imagine the existing *famine story* and exhibition from its current location in the Skibbereen Heritage Centre to the new premises. Whether the Skibbereen Heritage Centre building is to be incorporated into the new development or whether the buildings are to operate independently is to be determined.

## 1.2 Approving Authority

Cork County Council

## 1.3 Clients Supplied Documents

The following documentation will be made available to the successful consultant:

### Documentation

- Conservation Management Plan (James Bourke Architect)
- Structural Report (Waterman Kelly Consulting Engineers)
- Drawings (Waterman Kelly Consulting Engineers)
- Timber Decay Report

### CORK COUNTY COUNCIL DATA

- Copies of Planning Permissions (when requested by Consultant)
- Details of lands owned by Cork County Council
- Cork County Council Procurement Procedures available at <https://www.corkcoco.ie/sites/default/files/2022-03/cork-county-councils-corporate-procurement-policy-2020-pdf.pdf>.

## 2. Project Location, Background & Planning Context

### 2.1 Location

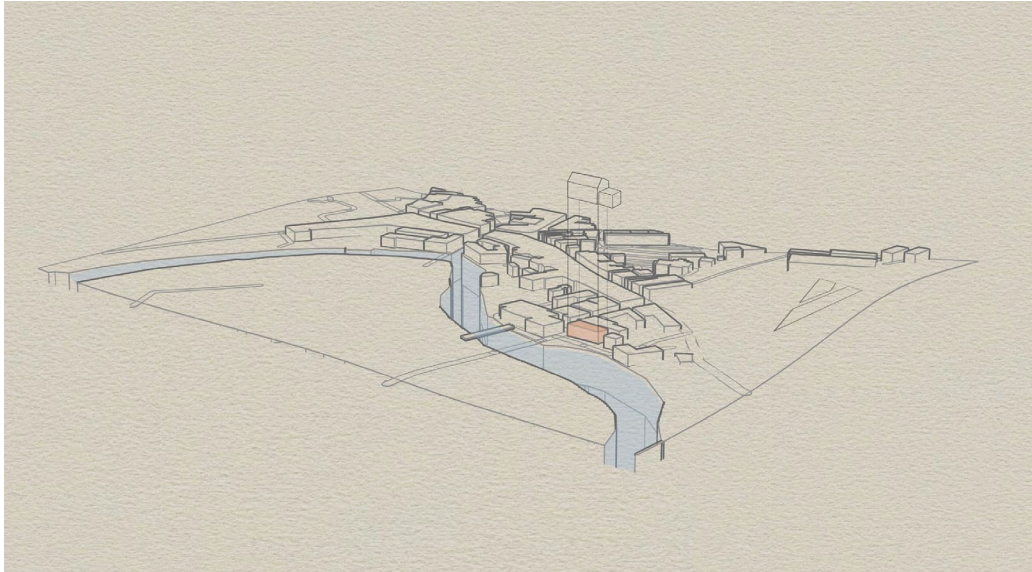
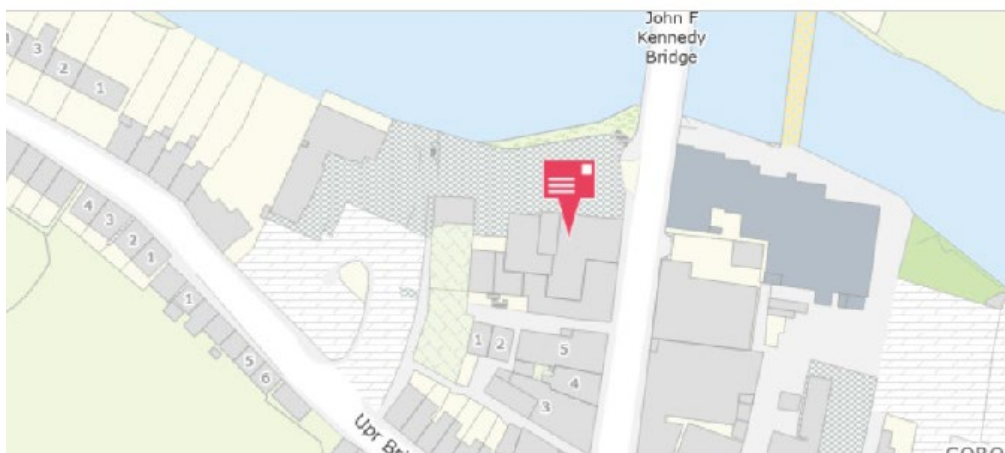


Figure 2-1 Sketch Site Model by A. Yuhhi Showing Location of Old Steam Mill - Skibbereen

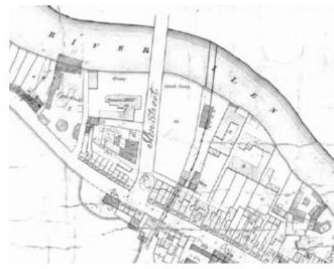
The town of Skibbereen is located along the River Ilen in West Cork and is part of the West Cork Municipal District. The Old Steam Mill building is located along the South bank of the river and on Ilen Street.



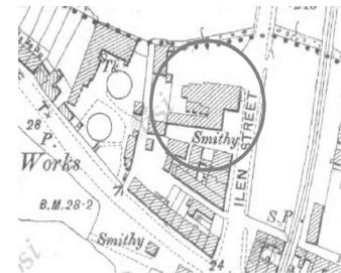
## 2.2 Background



6' First Edition OSI Map ( Surveyed 1841 )



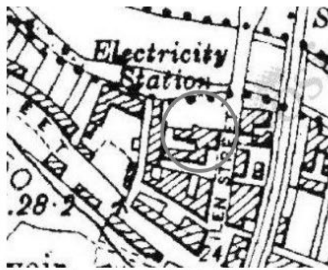
Griffith Evaluation Map ( Early 1850s )



25'' Edition OSI Map ( Surveyed 1899 )

The Old Steam Mill located in Skibbereen Co Cork, has a rich history which dates back to the 1840s. The building was converted into a famine relief soup kitchen in 1846 and was one of the largest in Ireland. In the years that followed the building operated as a workhouse until it was used as a steam mill and corn house in the late 1800s up until the 20<sup>th</sup> century. The building was purchased by Cork County Council in 2016, is currently vacant and is at significant risk of deterioration.

## 2.3 Planning & Policy



6'' Last Edition OSI Map ( Published 1944 )



ArcGis ( Extracted 2024 )



ArcGis ( Extracted 2024 )

The building:

- is a Protected Structure (RPS No. 02707)
- is recorded in the National Inventory of Architectural Heritage (Reg no. 20841009).
- is located in an Architectural Conservation Area
- is not a National Monument
- is not located in a Zone of Archaeological Notification (ZAN)

The Consultant shall consider the requirements of the Cork County Development Plan 2022 – 2028 and any superseding plans prior to progressing Part 8 planning.

The Consultant shall consult with Cork County Council's:

- Planning Authority
- Conservation Officer.

The Consultant shall provide the planning authority with any other documentation that may be requested by the planning authority during pre-planning meetings preceding the planning submission.

## 2.4 General Provisions

### 2.4.1 Abbreviations

CA	- Conservation Architect Grade 2
AC	- Assigned Certifier
BC(A)R	- Building Control (Amended) (No.2) Regulations 2015 S.I.365 & (S.I.9) 2014
BCMS	- Building Control Management System
BER	- Building Energy Rating
CCC	- Cork County Council (Employer)
COE	- Conditions of engagement
CWMF	- Capital Works Management Framework
CR	- Client Representative
DC	- Design Certifier
DOHPCLG	- Department of Housing, Planning, Community & Local Government
DPER	- Department of Public Expenditure and Reform
DT	- Design Team
DTL	- Design Team Lead
Eco	- Ecologist
ER	- Employer's Representative
ICT	- Information & Communications Technology
LC	- Lead Consultant
PSDP	- Project Supervisor Design Process
PSCS	- Project Supervisor Construction Stage
PPR	- Post Project Review
PL	- Project Lead
PM	- Project Manager
(MDSP)	- Multi-Discipline Service Provider (Lead Consultant)
QS	- Quantity Surveyor

### 2.4.2 Comprehensive Services

The tender proposal must evaluate the services described herein and in Schedule 'A' Contract Particulars and Schedule 'B' Consultant's Services and Fees and as described in the Guidance Notes of the "Capital Works Management Framework" and shall be comprehensive.

Whilst every effort has been made to describe herein the services required, tenderers shall include, not only the described services, but also any other services that might reasonably be inferred therefrom and that could reasonably be contemplated to support the successful delivery of the project through to it being fully operational.

This Project Brief & Scope of Services outlines the technical requirements to be fulfilled by the Consultant and should be read in conjunction with:

- The Standard Government Conditions of Engagement. Ref COE1
- Schedules A & B of the Standard Government Conditions of Engagement
- The CWMF Guidance notes

The overall performance period from Stage 1 Preliminary to Stage 5 Handover and completion (including *12 months* Defects Liability period) is intended to be approximately **60 months**.

### **2.4.3 Collective Responsibility, Coordination and Cooperation**

All members of the Design Team (DT), have an individual and collective responsibility to assist in the delivery of the project on budget and on programme. The Consultant, as the DT lead, shall coordinate the DT's services with respect to content, timing and where necessary resolve conflicts in co-ordination to **ensure consistency and accuracy across all DT outputs** (reference clauses 7 and 8 of COE1 – Standard Conditions of Engagement for Consultancy Services (Technical)).

All the members of the DT shall collaborate fully with each other to enable the project to progress through the various design stages, obtaining the necessary statutory consents and subsequently through completion of detailed design, preparation of tender documentation, contractor and specialist's procurement and supervision of the project and contract administration through to works contract completion. The Consultant will be held solely responsible for the performance of all the sub-consultants.

### **2.4.4 Resources**

The resources proposed by the tenderer must be capable of meeting the comprehensive requirements necessary to successfully deliver the project in a timely manner that may or may not involve the overlapping of project stages as may be dictated by the Employer. It is a requirement, for whatever reason, when an individual DT member (any discipline) is absent or otherwise unable to fulfil a particular role, the Consultant has available to the project suitably qualified and skilled personnel who are fully briefed on the project and its current status and are in a position to deputise without any falloff in output. These resources should be those that have been proposed at prequalification stage and will be checked.

### **2.4.5 Personnel**

Once selected, the lead for the Consultant shall not change, unless for extraordinary reasons. This is an important condition of the commission. Also, it is a condition of this commission that the Consultant will have clear visibility of all project tasks and ensure that the service is maintained. Furthermore, CCC perceives this commission to be operated on a 5-day basis in a normal working week, and perhaps on occasion, after hours (e.g. late meetings, benchmarking trips etc.).

#### **2.4.6 Public Law**

CCC is subject to public law. The Consultant is required to comply on behalf of CCC to, and must comply with, public law in relation to any matter in connection with the contract associated with this tender process.

#### **2.4.7 Ethical Conduct**

The Consultant will be subject to the various codes and guidelines on ethics applicable to entities that are subject to public law. These are:

(a) Civil Service Code of Standards and Behaviour

Published Standards by the Public Office Commission ([www.sipo.ie](http://www.sipo.ie))

(b) Ethics in Public Procurement

Published by the National Public Procurement Policy Unit / Government Contracts Committee June 2005 available on [www.etenders.gov.ie](http://www.etenders.gov.ie).

### 3. Summary of the Consultant's (MDSP) Services

#### 3.1 Consultancy Services Required

The Consultant will be a single appointment providing for inter alia the following roles and services:

##### **Architectural Design Services (Lead consultant)**

- Design Team Lead
- Building design (all stages)
- Interpretive Design integration
- Disability Access Certificate design and procurement
- Procurement (Site Investigation works, main works, specialist works etc)
- Project management
- Contract administration (as Employer's Representative)

##### **Conservation Architect Grade 2**

- Conservation design proposals
- Reporting

##### **Interpretive Designer (Historian /Artist / Curator)**

- Exhibition / content design
- Specialist Lighting design

##### **Building Services Engineering Design Services**

- Mechanical design with conservation expertise
- Electrical design with conservation expertise
- Fire detection design (in consultation with Fire Engineering consultant)
- Emergency Systems design
- Audio Visual (in consultation with Interpretive Designer)
- ICT Networks (Incl. computer / server room design)
- ICT Security
- Thermal Modelling
- Energy efficiency
- Ancillary Certifier
- BER Assessments

### **Conservation Accredited Civil and Structural Engineering Design Services**

- Building, civil & structural design with conservation expertise
- Site Investigations & surveys
- Assigned Certifier
- Ancillary Certifier

### **Fire Safety & Accessibility Design**

- Fire Safety & Accessibility Design including Fire Safety Engineering options, Alternative Technical Standards (to TGD Part B) options, Risk Based Assessment options, Supplementary Guidance (NB timber framed structures / atria etc), alternative approaches to demonstrate compliance with functional requirements of Part B.
- Fire Safety Certificate design and procurement

### **Landscape Design**

- Design of hard and soft landscaping proposals

### **Quantity Surveying**

- Budgetary Control & Reporting
- Whole Life Cycle Costing
- Carbon Modelling
- Value Management
- Public Procurement
- Budget management / contract administration
- Green Procurement

### **PSDP**

- Project Supervisor Design Process to perform the functions of the PSDP as described within the Safety, Health (Construction) Regulations 2013

### **BCAR**

- BCAR (Design Certifier, Assigned Certifier, etc)

### **Ecology**

- Reporting including Surveys, Appropriate Assessment
- Statutory approvals
- Site monitoring & reporting
- Design Risk Assessment

### **Planning Consultancy Services**

- EIA Screening, Part 8 Planning Report

## 3.2 Terms of Engagement

The terms of engagement for the Consultant shall be the Office of Government Procurement / Department of Public Expenditure and Reform (DPER) Conditions of Engagement current at date of tender and available on the DPER construction procurement website at [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie). The applicable technical requirements shall be as set out in Schedule B of the Conditions of Engagement and this document and other services that can be reasonably be inferred therefrom.

## 3.3 Fee Payments

The fee payments shall be in accordance with the Tender and Schedule. The full fee for each stage will only be due for payment when all the services requirements for the stage have been completed and approved by CCC. Refer to Form of Tender for milestones. A final fee invoice may be submitted at the end of the Defects Liability Period (DLP).

Fee adjustments to the Fixed Price Tendered Sum; The terms of the appointment include for all works to design and construct the project in a competent and professional manner (whether expressly stated or not) in accordance with this document. Any fee adjustment (whether expressly stated in the terms and conditions or not) will only be considered on the basis of changes outside the control of the design team which substantially increase or decrease the scope of service. Any increase in the value of the Works, deemed by the Employer to be associated with market price inflation will not be considered as justification for an increase in the Consultant's fees. The Consultant's DT members individually and collectively have a duty to progress the works without delay whether a fee adjustment claim is pending or otherwise. Fee adjustments will not be considered piecemeal or for individual members of the Consultants Design Team. The Consultant shall inform Employer in writing within three (3) working days of the instruction / or proposal of the estimated value of the fee adjustment (increase / decrease) for the said instruction / proposal. The fee adjustment (increase / decrease) will be determined by the Employer in proportion to the value of the increase / decrease in those services or by the schedule of time charges for changes as specified in clause 11 of the Condition of Engagement. Where work is instructed and completed by the Consultant without prior notification of a potential fee increase, fee increases associated with that work will be forfeited. Where a dispute arises the quantum of additional fees will be compared to the equivalent fee applicable for the stage or portion of a stage.

The conciliation / arbitration process will attract separate payment either as a negotiated fixed price lump sum or on an hourly basis using the rates tendered in Schedule A at the Employers' discretion).

## 3.4 Meetings

The Consultant shall establish a programme of meetings for the project and ensure the attendance of all DT members, specialists and contractors as necessary throughout the lifetime of the project.

The Consultant shall, as required, also attend any other meetings called by CCC that may reasonably be necessary to properly deliver the project objectives.

An indicative outline of meeting requirements is set out below:

Meeting Type	Frequency	Chair & Minutes	Attendance	Location
Project Team / Project Workshops	Initially every 2 weeks, thereafter monthly	The Consultant	Full DT	MS TEAMS
Project Review Group	Initially every 2 weeks, thereafter monthly	The Consultant	Full DT	MS TEAMS
Design Workshops	Every 2 weeks or more frequently, if required	The Consultant	Full DT	MS TEAMS
Stakeholder Group / Client	Monthly	The Consultant	The Consultant CCC	CCC Offices / MS TEAMS / On Site
Regulatory Body Meetings (Planning/Fire etc)	As Required	Planner / Fire Consultant	Planner Fire Consultant The Consultant Lead The Consultant	CCC Offices
Site Progress Meetings	Every 2 weeks or more frequently, if required	Employers Representative (The Consultant)	Full DT	Contractors' Site Office
Technical Meetings	Every 2 weeks or more frequently, if required	The Consultant	Full DT	Contractors' Site Office

The above meeting schedule does not include meetings of the Consultant required in the performance of their duties including those that may be required under clauses 4.14 and 4.15 of the Public Works Contract.

The Consultant shall, as required, also attend any other meetings called by CCC that may reasonably be necessary to properly deliver the project objectives.

## 3.5 Reports – All Stages

### 3.5.1 General

- a) All costs and expenses associated with the production, printing, copying, binding, laminating, proof reading, PDF compilation, posting and packaging of all reports, documentation and drawings throughout all stages of the Consultant's Contract shall be included in the Consultant's tender proposal.
- b) Allow for all necessary travel & subsistence expenses.
- c) Reports and other documentation shall be bound with metal wire spiral binding.
- d) - Drawings shall be A1 maximum size.
  - Drawings of A1 size shall be 'bound' in an indexed drawing wallet.
  - Drawings of A1 size shall also be included as A3 half scale in the bound reports.
  - Scales and font sizes used for A1 drawings shall be legible at half scale.
- e) Reports and drawings shall utilise colour where this will provide for better presentation of the information portrayed. They shall be clear, logical and accurate and checked prior to submission.

### 3.5.2 Monthly Progress Reports

The Consultant will be required to submit monthly progress reports to CCC at least 48hrs in advance of monthly meetings (see above) which shall contain as a minimum the following:

- Executive Summary
- Health & Safety
- Programme (progress v planned)
- Design Discipline Reports (including design consideration and decisions made)
- Cost Plan/Report Update
- Statutory Consents
- Utilities
- Third Parties
- Risks and Risk Management
- Key Action Items

### 3.5.3 Interim Submissions / Stage Reports

The project is broken down into stages as per the Capital Works Management Framework / CCC Staged Approval process and formal submissions are required at these gateways as set out below.

Unless otherwise directed, The Consultant is required to submit Stage Reports to CCC in accordance with the agreed programme prior to progressing to the next Stage. As part of each Stage Report, the Consultant is required to confirm that the proposal as presented complies in full, with the Project Brief (to be developed by the Consultant throughout each Stage) and the relevant requirements of that specific Stage as set out here and / or by the CWMF.

Stage Reports shall be in A3 format and issued in both hard copy and soft copy (PDF). Drawings should be of sufficient clarity and scale to indicate clearly the design intent. The Consultant may present drawings, documents and proposals to the Employer in accordance with these procedures. A minimum of two (2) hard copies of Stage Reports to be submitted.

The minimum requirements of each Stage Report Submission are set out below. Each individual consultant within the DT will be responsible for preparing their component of each report. However, the Consultant shall coordinate the preparation of individual reports and ensure a consistent format and presentation. The Consultant will be responsible for ensuring consistency across all documentation, the coordination and timely submission of Reports and to ensure that the requirements as set out in this Scope of Services document are provided for. The Consultant shall confirm full completion of the required relevant works for each stage. Each Stage Report is to include a detailed Executive Summary provided by the Consultant.

The purpose of any interim submissions is to ensure that CCC's staged approval process is implemented.

#### **3.5.4 Review of Interim Submissions**

Submissions will be reviewed on completion of each stage. Documentation shall be submitted 5 working days in advance of Stage Review meetings.

CCC will require a minimum of 2 weeks to consider submissions and secure all necessary internal approvals. Sufficient time will be incorporated into the Master Programme to allow for approvals periods.

CCC will work with the Consultant throughout the project to ensure efficient information flow.

The approval process will involve examination and detailed consideration by CCC, and presentation to the Project Steering Group by the Consultant.

Internal CCC presentations to Executive Officers and Board may occasionally require the attendance of the Consultant.

#### **3.5.5 Stage Report Format**

Reports should be in A3 landscape format, with drawings of sufficient scale to show the necessary information attached as an appendix or included in the body of the document. The report and all attached drawings/ documents must be labelled, with the document or drawing title and the Stage number clearly visible. The report should contain an Executive Summary, Main Report for each discipline and relevant Appendices.

The Stage Report should be prepared and assembled by the Consultant in consultation with the other DT members (including the Project Supervisor Design Process) and with contributions from those other DT members where appropriate.

## 4. Procurement Strategy

The Consultant is tasked with developing detailed Procurement Strategy options for the delivery of the project providing a mix of different weightings to variables including; time, cost and quality.

The Consultant is required to develop the project through all 5 stages of the CWMF over at least 2 distinct works phases including;

**Phase 1:** Emergency (stabilisation) Works, Enabling Works and Site Investigation Works

**Phase 2:** Main Works including exhibition fit-out

It is envisaged that all Phase 1 works will be procured (and completed) prior to Part 8 planning (Stage 2B). The purpose of Phase 1 works is to stabilise the existing structures as required, execute a suite of enabling works to de-risk the project and execute a full suite of Site Investigation works and surveys to inform design strategies and project development across all disciplines.

It is expected that Phase 2 Main Works will be procured by means of the Public Works Contract for Building Works (Ref **PW-CF1** Building Works designed by the Employer) published by the Department of Public Expenditure and Reform and that the selection of the Works Contractor will be via a **Restricted (Two stage) Procedure** with the full procurement process administered by the Consultant.

The Consultant will be required to prepare a procurement options report for the procurement of both Phase 1 and Phase 2 works. The Consultant should include for Phase 2 procurement including multiple tender packages for Reserved Specialist Works Packages including but not limited to mechanical, electrical, lifts, lighting, interpretive fitout etc and 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. The procurement and production of *all* (Reserved) Specialists Works packages is the responsibility of the Consultant.

### 4.1 Summary Description of Stages

Schedule B to the Government Standard Conditions of Engagement for Construction Consultants (FTS9) sets out the various stages, which are generally and briefly described as follows:

#### **Stage 1: Preliminary**

Preliminary / Feasibility / Concept development i.e. largely desktop. Key outputs: SWOT Site Analysis, Context Report (Historical, Cultural, Spatial etc.) Phase 1 Schedule of SI / EWs for tender, developed **Project Brief** identification of project parameters including budget, schedule of areas etc. Design strategies, concepts, diagrams

### **Stage 2A: Outline Design**

Outline design including Tender Action Evaluation Award (TAEA) for Phase 1 Works. Key outputs: Report on SI Works, Options Report including 3-5no. options (1:200 / stair cores and GFAs only) + associated Outline Cost Reports, identification of preferred option + cost plan, risk register etc

### **Stage 2B: Scheme Design**

This Stage involves the DT developing the Preferred Option for Part 8, Plans & Particulars, Draft FSC and DAC applications, consultations (internal & external): Key Outputs: Pre Part 8 Draft Stage 2B Report, publishing Part 8 + Post Part 8 Final Stage 2B Report.

### **Stage 2C: Detailed Design**

Here, the Consultant is required to develop the Part 8 *Scheme Design* into a *Detailed Design* where the design is fully detailed, complete and coordinated with no items remaining to be designed.

This stage also involves the DT submitting a Fire Safety Certificate application and a Disability Access Certificate application and if required, an amended or ancillary Part VIII application to take account of design development.

Detailed Design Key Outputs: Pre-Tender Estimate (PTE) and associated Pricing Documents, Drawings and Specs for tender, Fire Safety Certificate (FSC) Disability Access Certificate (DAC).

Note, the Consultant is to include in their tender for the progression of Stage 2C Detailed Design in parallel with the Stage 2B Part 8 process and the subsequent incorporation of any design changes as may be dictated by CCC following the Part 8 process.

### **Stage 3: Tender Action, Evaluation and Award**

This stage includes Prequalification of Contractors and subsequent tendering to selected Contractors).

In parallel, the Consultant must finalise all tender documents and produce a comprehensive Bill(s) of Quantities.

This Stage involves the Consultant, managing & implementing prequalification processes and advising CCC on the procurement of contractors and specialists to implement the works. This will necessitate compliance with National & EU procedures and standards, publication of notices, assessment of suitability of candidates and specialists, the preparation of tender documents and review and evaluation of returned tenders. The completion of this Stage should result in the preparation of a Letter of Acceptance (by the Consultant) and issue to a suitable contractor (by the Employer) within the approved budget. Some or all of these activities may be required to run in parallel to meet the timeline proposed.

The Stage includes for the compilation of all the information produced into an appropriate, legible and consistent set of documents suitable to invite tenders in line with the selected procurement strategy. Tender documentation should include all the information about the Project to enable contractors to accurately price the Project. All information must be checked for accuracy and consistency prior to issuing the invitation to tender and all team members must attest to having reviewed the entire set of documents and understood all aspects, checking for errors where appropriate to their skills.

Administration of tender action , evaluation and award including drafting of notifications, reporting etc

#### **Stage 4: Construction**

This Stage involves the regular inspection of the works. The Consultant shall act as the “Employer’s Representative” as defined in the Public Works Contract for Building Works (Ref **PW-CF1** Building Works designed by the Employer). All the design and engineering discipline teams must continue to support, and certify where required, the construction activities on an ongoing basis through to completion of construction. This comprises query responses for clarification, explanation or further information. The Consultant should include for fortnightly site inspections from all DT members for an expected construction duration of at least 24 months.

#### **Stage 5: Handover of Works**

This Stage involves the provision of technical/design support to the commissioning and handover through to the end of the defects liability period Stage. Activities will involve managing the commissioning and handover strategy and plan; co-ordinating systems walkthrough and snagging; co-ordinating system pre-commissioning, start-up and testing from the Client side; system performance testing, sign off and handover. It also involves the Submission to the local Building Control Authority of a “Certificate of Compliance on Completion” (statutory document) signed by the “Assigned Certifier” and the Builder. Preparation and agreement of the Final Account Statement in an agreed format. The Consultant must strictly comply with and enforce required permits and procedures in accordance with current best practice standards. The Consultant shall specify within the construction contract that all Operating & Maintenance Manuals, safety files, drawings, specifications are stored on a computerised library system compatible with the existing CCC system at the handover stage. The Consultant is to be the sole point of contact for all CCC (occupier) queries relating to snags, operation and building systems throughout the complete duration of the Defects Liability Period. The Consultant should include for at least 6no. site visits during this stage.

## **4.2 Additional Specialist Services**

The Consultant shall advise CCC of the need for specialist surveys or services and include for the procurement of same. The cost of all necessary additional specialist/surveys to be paid to 3<sup>rd</sup> parties, will be borne by CCC unless stated otherwise in this document. The Consultant will set the criteria, procure and manage such specialists/surveys and shall include such reports in stage submissions.

### 4.3 Indicative Programme / Performance Periods

<b>Stage 1</b> Preliminary	6 weeks
<b>Stage 2A</b> Outline Design Incl Phase 1 TAEA + Works	20 weeks
<b>Stage 2B</b> Scheme Design	32 weeks
<b>Stage 2C</b> Detailed Design*	22 weeks
<b>RRDF Category 1 Application</b>	TBC
Stage 3 Tender Action	24 weeks
Stage 4 Construction	104 weeks
Stage 5 Handover	52 weeks
<b>Total</b>	<b>260 weeks</b>

\*May overlap Stage 2B Scheme Design by up to 20 weeks

### 4.4 Indicative Budget

The budget for the project is expected to range from €6m to €9m to €12m with this range corresponding to *Budget*, *Mid Range* and *High End* Options respectively. The project is currently in receipt of Category 2 RRDF funding and is expected to be put forward for Category 1 RRDF funding on completion of Stage 2B.

The progression of the project to Stage 3 Tender Action is predicated on the success or otherwise of any Category 1 RRDF application. The Consultant is required to assist the Employer in preparing content for selected funding applications. If the Employer fails to secure funding, the project and the Consultant's contract will likely be terminated on completion of Stage 2C. It should be noted that the Employer reserves the right to terminate the Consultants contract at any stage.

## 5. Scope of Services for Multi-Discipline Service Provider

### 5.1 Overall MDSP Tasks / Responsibilities

- a) Fulfil the role of DT Lead / Project Manager / Project Architect and coordinate and manage the output of all DT members to ensure the successful delivery of the project in terms of quality, cost and time.
- b) Obtain the Employer's instruction for commencement of each (Sub) Stage.
- c) Provide / procure all services including, but not limited to;
  - Architectural Design
  - Conservation Architect Grade 2 Services
  - Interpretive Design including Historian, Curator & Artist Services
  - Building Services Design
  - Conservation Civil & Structural Design
  - Fire Safety & Accessibility Design
  - Landscape Design
  - Quantity Surveying
  - PSDP
  - BCAR
  - Ecological Services
  - Planning

in accordance with the Capital Works Management Framework (CWMF) procedures, as amended by this document. In the event of conflict between the two documents, this document shall take precedence.

- d) Allocate competent and qualified personnel at the commencement for the duration of the Project and ensure continuity of service between personnel.
- e) Establish and maintain adequate structures and procedures for implementing and monitoring project reporting, lines of responsibility, authority and communication for the recording and exchange of information between the Employer, DT members, other Professionals, the Contractor and sub-contractors and all other Project stakeholders.
- f) Ensure effective communications between the relevant DT disciplines. Where such communications or responses are not effective, implement corrective action including notification to the Employer. E.g replacement of sub-consultants
- g) Establish and implement a meeting framework for the Project.

- h) Ensure full compliance with these Service Requirements and any authorised CCC instruction
- i) Obtain CCC approvals at agreed stages during the Project and as otherwise required.
- j) Overall management and coordination of the DT to ensure full representation and performance of each discipline throughout all stages of the project
- k) Reviewing all documentation (from whatever source or discipline), carrying out a reasonable check on the completeness of that information and ensuring that all drawings and documents are coordinated and consistent.
- l) Have full knowledge of and have due regard to the CWMF Contracts and implement the requirements of these Contracts in relation to the Project.
- m) Advise as required on the appointment of any additional professional consultants if required.
- n) Advise CCC on statutory obligations and coordinate the preparation, submission and compliance responses in respect of all statutory approvals.
- o) Perform the duties of Design Certifier and Assigned Certifier under the Building Control (Amendment) Regulations 2014 and sign the Design Certificate in accordance with those Regulations. At all times, observe the applicable requirements under current legislation and the Department of the Environment, Community and Local Government's "Code of Practice for Inspecting and Certifying Buildings and Works" (Latest edition).
- p) On achievement of a payment milestone in accordance with Schedule B of the Contract, submit invoice to CCC.
- q) At all stages, provide such other services **as are reasonably incidental to the services identified herein and as may reasonably be required by the CCC.**
- r) Maintain an accurate, up to date programme for the delivery of the project
- s) Maintain an up-to-date risk register

### 5.1.1 Design Quality Overview

The Consultant and the DT shall work together to achieve design quality of an appropriately high standard. In summary, CCC requires:

- Buildings, systems and spaces that are fit for purpose and are durable
- An architecture that appropriately responds to its surroundings in a meaningful, sensitive manner
- responds to environmental imperatives and minimises its carbon footprint
- A design that creates spaces and places that people will remember
- An exemplary design that tells the story of the famine through a unique spatial experience
- An architecture that benefits the town at the urban scale and contributes to the enhancement of the streetscape

- Achieves high aesthetical and spatial value
- Maximises overall value on a whole-life basis
- Promotes safe methods of construction and operation including maintenance
- Ensures appropriate flexibility to cater for anticipated future requirements
- Promotes durability, sustainability and ecologically sound environments for the users and the wider community
- Minimises waste of materials, energy and pollution both in construction and operation
- Optimises connectivity, permeability and accessibility.
- Is in line with the goals and objectives as set out in the Cork County Development Plan 2022-2028

### **5.1.2 Overall Responsibility**

The members of the DT have a joint responsibility to comply with this Technical Requirements/Specification.

### **5.1.3 Co-operation**

Under the Conditions of Engagement, Clause 8, CCC and the DT have a duty to co-operate in a reciprocal manner. This duty shall be deemed to include reciprocal co-operation between the individual members of the DT and shall include such issues as informed consultation, timing and taking account of parties' priorities to minimise problems and delays.

### **5.1.4 Value Management & Carbon Modelling**

Value Management concerns defining, maximizing and achieving best "value for money" (VFM).

The Consultant shall be advised by a suitably qualified Quantity Surveyor on value for money of proposed options, on obtaining optimum balance between benefits gained and investment made at all stages of the project. Value management, whilst led by the Quantity Surveyor, involves the whole DT ensuring that best value, whole-life solutions are identified to satisfy CCC's requirements.

Value management should be an on-going process started at the very early stages of the project. The process of value management shall include value engineering (ensuring that specific functions are satisfied to the required standard for the least cost by assessing a range of possible solutions against the values required by CCC).

Value Management must be based on Whole Life Cycle Costing

The Consultant is to include for providing detailed inputs as may be required under the Infrastructure Guidelines / Public Spending Code to the preparation of both Preliminary Business Case and Final Business Case reports prepared by third parties on behalf of CCC.

The government's Climate Action Plan (CAP) 2023 mandates the public-sector to lead by example in embedding decarbonisation within its building-stock, (securing resulting energy & cost savings in-use) to defray capital development costs. Cork County Council (CCC) is committed to delivering a low-carbon design on this project and is committed

to implementing viable renewable energy sources across its portfolio. The Quantity Surveyor will via their appointment be required to support this.

The **Quantity Surveyor** will collaborate constructively with multi-disciplinary project-team colleagues to deliver robust & comprehensive cost & carbon estimates, cost & carbon benchmarks, and regular cost- checks to support decision-making by the team and align with the project's scope, design, schedule / phasing & risks; addressing ground-investigation / building-survey information as it becomes available, and design as it iteratively develops.

The Quantity Surveyors estimates will be relied upon as a being reasonable projection of the likely cost to CCC of constructing the scheme designed, scheduled & scoped within the planning application, incorporating provision / contingency for identified project risks and market conditions prevailing at the time of estimate. In each report the Consultant shall forecast costs to scheme completion, taking account of design published by the design team. A suitable provision for contingency & risk shall be made at each project stage.

Noting that exclusions from budget /scopes are a cause of perceived subsequent cost-overrun, the Quantity Surveyor shall make suitable provisions for the above/ issues identified by CCC, such as: VAT, design- team fees, design-development & project contingencies, inflation and/or matters deemed intrinsically necessary to complete the scheme, as allowances in estimates where no better information exists. It will not be acceptable for the Quantity Surveyor to exclude from their estimates known scope/ likely risks that are likely to be for CCC's account.

The Quantity Surveyor shall regularly review and update its developed construction-cost and whole-life cost models throughout the Services (at least monthly, and as required), and perhaps more frequently at Design Options / Design stages of the project to ensure that financial & carbon drive decisions to deliver whole-life value for money relative to the project's iteratively-developing scope, design, schedule & risks.

Of particular importance to CCC in advancing this project is calculation of the whole-life (i.e. capital & operational costs) of the project (which frames the value-for-money opportunity of durable, sustainable & low-energy-cost installations. Integral to this is whole-life costing of key building components, during design stage to optimise scheme design, lower capital and operating costs and decarbonise the scheme where possible. These studies will be led by the Quantity Surveyor, developed in collaboration with the design team, and utilising software carbon modelling software, and issued to CCC in draft for approval and/or updated until it represents an appropriate Carbon Hero Benchmark for the scheme approved by CCC.

The appointed Consultant Quantity Surveyor will be responsible for modelling the scheme's embodied carbon profile on carbon modelling software with the input of the project team for the duration of the Services, but in particular during the design phase of the project the CQS shall be responsible for:

- Leading the development and updating financial and carbon costings for the construction scheme as described in these tender documents,
- Leading value-engineering exercises seeking to drive down the cost and carbon-profile of the key project components that impact on project aesthetics, functionality, durability and/or sustainability (measured relative to key metrics such as cost, kgCO<sub>2</sub>e/m<sup>2</sup> and/or RIAI / LETI benchmarks).
- Contributing to the costing of Change, and Risk, Management strategies for the project by advising design-team colleagues about estimated cost-impacts (based on cost, probability & impact % should they occur). Those costings will underpin development of an appropriate design and project contingency which will be reviewed regularly, and kept updated during the project, such that financial cost projections are reviewed / updated every two months.

Assess whole-life costings of the existing building to be refurbished and the new build during the design and delivery phases of the works (Stages 1-5 of the CWMF) culminating in the following:

- Development of a carbon assessment on tender design, thus assessing for review of alternative the “carbon hotspots” for the scheme;
- Undertaking up to 3 No combined cost & carbon Value-Engineering workshops with the design team to explore design-options of low carbon designs and identify the € cost uplift / saving of the embodied carbon adjustment at construction-stage and in operation addressing building shape, orientation, materials and HVAC (including natural ventilation, heat pumps, photovoltaics).
- The QS shall draft for approval a Whole-Life Cost / Carbon model in a format meeting the requirements of OGP’s published 2023 template and allowing one update of the entire report to take on board design-team observations. Once completed, this model shall be the basis of the approved design for the scheme.

### **5.1.5 Risk Management**

The management of risk is critical to the success of the cost planning, cost control and successful project delivery. The combination of risk identification, risk avoidance and mitigation measures and financial assessment are key aspects of risk management and decision-making.

The Consultant shall have responsibility for risk management and shall be supported by other members of the DT as required. The Consultant shall nominate a dedicated Risk Manager for the duration of the project to co-ordinate all risk assessments across multiple categories on a detailed live Risk Register.

### **5.1.6 Bills of Quantities**

A Bill of Quantities will be required.

The Consultant shall prepare fully detailed drawings and specifications, including mechanical and electrical elements, prior to the preparation of the Bill of Quantities. It is the Consultant’s (MDSP) responsibility to ensure that all tender documentation (Volume A, B & C) is consistent and comprehensive for both Phase 1 and Phase 2 Works.

Fixed Furniture and Associated Fittings shall form part of the main contract. Also included are Interpretive Design and Exhibition / Experience fit-out related to the Famine Story. Loose fit furniture may be procured separately with the Employer's agreement.

Preparation of a Bill of Quantities shall not proceed where if, in the professional opinion of the Quantity Surveyor, the design as proposed will exceed the current approved cost limit. In such an event, The Consultant shall review the design, in consultation with the Employer in order that the approved cost limit is not exceeded.

The Quantity Surveyor shall not prepare the Bill of Quantities for any particular element before the relevant detailed design work has been substantially completed. In particular, the Quantity Surveyor shall not prepare Bill elements and descriptions on incomplete information, drawings and specifications. The project may only proceed to tender stage on the basis of a completed design and full specification and upon which the Bill of Quantities is prepared. The Bill is required to be consistent with all other documentation contained within the Works Requirements. It is the Consultant's responsibility to ensure consistency across all documentation.

In the event of a member of the DT failing to provide the required information to the Quantity Surveyor, the Consultant maintains responsibility for the timely delivery of the services as outlined in this document.

Bills of Quantities shall be prepared in accordance with the current method of measurement of building works agreed between the Society of Chartered Surveyors Ireland and the Construction Industry Federation including any amendments required by the Office of Government Procurement or DPER (refer also to [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie)).

### **5.1.7 Contingency Management**

Contingency Management is inextricably linked to risk management and the project programme. They are required to be managed in tandem to ensure the smooth and orderly transition through stages. The Consultant with significant input from the QS and contributions from the other members of the DT shall advise the Employer on contingency management.

### **5.1.8 Safety, Health and Welfare at Work (Construction) Regulations 2013**

In developing the outline designs, planning design and in the preparation of the detailed design, Designers must ensure that Health and Safety is taken into account in the design process at all times.

All designers must both individually and collectively identify, at all design stages, any hazards and risks that may arise and address and resolve all health and safety issues identified at Stage 1.

As a priority, where possible, risks should be eliminated or reduced, and where they cannot be eliminated, provision should be made for control of those risks, and the transfer of the necessary information on those control measures and any outstanding risks together with any design assumptions to the PSDP.

Designers should refer to **Designing for Safety**, published on the Health and Safety Authority website [www.hsa.ie](http://www.hsa.ie) and in particular the section on "How Can I Design for

Safety”. Designers should also refer to **Duties as a Designer** and they must comply with the **Guidelines on the Procurement, Design and Management Requirements of the Safety Health and Welfare at Work (Construction) Regulations 2013**, also available at [www.hsa.ie](http://www.hsa.ie). Where any hazards and risks present an insurmountable Health and Safety issue so as to make the project unviable, the Consultant must immediately notify CCC.

The Consultant shall coordinate the other members of the DT in providing all information necessary for the purpose of the PSDP fulfilling their duties under the Safety, Health & Welfare at Work (Construction Regulations) 2013.

The PSDP under the direction of the Consultant shall co-operate with the Building Contractors’ PSCS and shall provide all information necessary for the purpose of enabling the PSCS to fulfil their duties under the Safety, Health & Welfare at Work (Construction Regulations) 2013. Statutory Requirements

The Consultant shall provide general advice to the Employer on obtaining Part VIII, Fire Safety and Disability Access Certifications, complying with Building Regulations and any other statutory requirements.

#### **5.1.9 Building Control (Amendment) Regulations 2014**

The Consultant shall ensure that the design of all elements of the project comply with the requirements of current Building Regulations, and that the project is carried out in compliance with current Building Regulations procedures as set out in the Building Control (Amendment) Regulations 2014: S.I. No. 9 of 2014 and the latest edition Code of Practice for inspecting and certifying building works, or subsequent versions of these documents, current at the time design or building work is being undertaken.

Each DT member in their role as “Designers” shall provide all necessary support to the Assigned Certifier and The Design Certifier during all stages of the project, in complying with the requirements of the Building Control (Amendment) Regulations 2014: S.I. No. 9 of 2014 and the Code of Practice.

This will entail discharging all duties anticipated in the BCAR regulations and Code of Practice including but not limited to providing all necessary advice and inspection plans undertaking all necessary inspections, reporting on same and providing all necessary Ancillary Certificates to the Assigned Certifier for project elements relevant to their design discipline.

Designers shall:

- Design their respective elements of work in accordance with the applicable requirements of the Second Schedule to the Building Regulations.
- Provide the Design Certifier with the necessary plans, specifications and documentation that is required for lodgement at commencement stage.
- Arrange to provide sufficient information to the Assigned Certifier to enable them to fulfil their role.
- As agreed with the Assigned Certifier, carry out work inspections which are pertinent to their elements of the Design, and liaise with the Assigned Certifier in terms of this and the required ancillary certification.

- Notify the Assigned Certifier of their proposed inspection regime for inclusion in the overall Inspection Plan.
- Provide the Ancillary Certificates when required by the Assigned Certifier and Design Certifier; and
- Maintain records of inspection.

#### **5.1.10 Post-Handover Support and Evaluation**

The Consultant, the Contractor, the Contractor's specialist designers and commissioning personnel shall be on site for one half day every other week for eight weeks after handover of the project to identify emerging problems and issues and to ensure that building systems are operating and meet design specifications and the Employers' requirements.

An overall Post-Handover Evaluation shall be carried out approximately one year after occupation to assess the project in terms of systems, adaptability, durability, functionality, use of space, and the overall process of delivering the project.

The Consultant, together with the Contractor shall conduct a structured Post Occupancy Evaluation and Report which shall measure and report the building systems against agreed performance objectives and any specific targets required by CCC. The report shall highlight which elements work well and which need improvement.

The Consultant and the Contractor will remain involved until the Post-Handover Evaluation is complete and accepted by the CCC. They shall assist CCC during the first months of operation and up to *12 months* until issue of the Defects Certificate, to help fine-tune and de-bug the systems, and ensure the operators understand how to control and obtain best use of the systems. The Consultant is to be the primary point of contact for the building occupiers throughout the DLP.

#### **5.1.11 BIM**

This project is to be executed in full compliance with ISO 19650.

## 6. STAGE SPECIFIC REQUIREMENTS AND DELIVERABLES

CWMF Project Lifecycle Stages	
<b>i</b>	Feasibility study or Preliminary Report Stage
<b>ii</b>	Design (which can be split)
ii (a)	Outline Sketch Design
ii (b)	Design for Statutory Approval
ii (c)	Detailed Design and Preparation of Tender Documents for Works
<b>iii</b>	Tender Action, Evaluation & Award
<b>iv</b>	Construction
<b>v</b>	Handover & Final Completion

### 6.1 Stage 1 Preliminary

#### 6.1.1 MDSP

- a) Within 6 weeks of the Project Kick-off meeting to be scheduled by CCC following issue of a Letter of Acceptance, the Consultant is required to produce a concise **Stage 1 Report** containing inter alia:
  - b) A Definitive **Project Brief** i.e. A comprehensive document incorporating preliminary client needs, functional requirements, and spatial requirements (as they are known at the time) derived from this document, initial Client (CCC) meetings and Stage 1 studies and research. The Project Brief is to be refined at each Stage and remain a live document throughout the project lifecycle with its specificity increasing as the project moves through each stage.
  - c) **Risk Register**. Open and manage a Risk Register covering Project Management categories, all DT disciplines and end user operation. Carry out, manage and record design risk assessments across the DT. Risk Register to be informed by SWOT analysis carried out across all design disciplines and Project Management.
  - d) **Comprehensive Desktop Review and Executive Summary** by the Consultant of all existing documentation and reports pertaining to the site including reference to Skibbereen TCF Plan, Cork County Development Plan 2022-2028, any historical Local Area Plans, relevant National and European plans and policies. Refer also to Information Pack included with these tender documents as a starting point. This study should directly inform the Project Brief and Project Charter.

- e) **Preliminary Project Programme.** The Consultant is to produce a project programme reflecting Brief and Scope of Services requirements, project milestones, project stages, Employer Approval Gates, statutory approvals etc and any opportunity to execute work packages / stages concurrently so as to expedite the delivery of the project. The Consultant may be instructed to review, extend or foreshorten the programme at the Employer's discretion.
- f) **BIM Execution plan**
- g) **Phase 1 Works Requirements.** In parallel with the preparation of items above, the Consultant is to produce a full suite of Works Requirements including Emergency Works (as required and determined by the DT), Enabling Works and Site Investigation Works along with a comprehensive schedule of surveys to de-risk the project and enable and inform its development over the subsequent stages. While the preparation of all Works Requirements, tender documents, including SAQs, pricing documents etc associated with Phase 1 Works is to be included in the Consultant's Form of Tender, the cost of the Works themselves and any surveys not explicitly denoted as "to be included" will be borne by Employer. Indicative works are outlined below. The Consultant is to determine the full extent of Phase 1 Works and include same in the Stage 1 Report for the Employer's approval. Also to be included in the Consultant's Stage 1 report is a Pre-Tender Development Cost estimate for Phase 1 works and a Procurement Strategy inline with EU, National and CCC policy and approved procedures for Phase 1 Works.
- **A comprehensive Topographical and Building Survey** of the full extent of the site, all buildings on and adjacent to the site, structures and boundary walls, point cloud surveys as required, record surveys etc (The cost of individual surveys to be paid to 3rd parties is to be agreed with and borne by the Employer).
  - **Utility Surveys** including all underground and over-ground services, identifying the location, type, condition and, where applicable, depth of same. Drainage Survey to include CCTV survey of local pipe network. (Cost of Drainage Surveys including CCTV survey, CAT scanning etc to be excluded from the Consultant's tender price and borne by the Employer).
  - A Comprehensive **Condition Survey** of existing structures on site (to be executed by the Consultant's Chartered Structural Engineer). Cost of survey to be included in the Consultant's tender price. Condition Survey to be informed by Site Investigation Works / Opening Up works and shall include inter alia; assessment of; roofs, roof timbers, roof coverings, gutters, loadbearing walls, window and door heads, interstitial floors, floor joists, foundations, drainage network etc
  - **Drone Survey**
  - Schedule, design and specify **Site Investigation (SI) Works** including boreholes, trial pits, slit trenches, a Timber Condition Assessment, Demolition and Renovation, Asbestos Survey etc Prepare all necessary tender documentation for procurement of same. Procure Phase 1 works on approval from CCC. The cost of Phase 1 works themselves and required surveys not identified in this document will be borne by CCC and should be excluded from the Consultant's tender price. NB The Consultant is required to ensure that all necessary Statutory Approvals and / or licenses or ministerial consents are in place in advance of SI Works commencing. CCC planning dept. to be consulted also.
  - Schedule, design and specify **emergency stabilisation works** including demolition of non-historically significant but structurally compromised structures e.g metal roof to annex.

Specification / design of new temporary roof(s), bracing to existing structures as may be required, underpinning as may be required. The Consultant is to engage with CCC planners as required.

- Schedule, design and specify **enabling works** such as grubbing up of site, potential site services installations, underpinning, drainage works, temporary removal of and storage of historically significant fixtures, fittings and materials to be reincorporated into the Main Works (Phase 2), design and specification of temporary storage facilities etc
- Stone and Mortar Condition Assessment. Existing rubblestone walls to be assessed and stone type(s) to be classified. Permeability and humidity levels within walls to be assessed along with mortar type. This assessment should inform potential insulation strategies for the building envelope. Include also for testing potential products / strategies e.g insulating lime mortar
- Any other surveys that may possibly be required by the Employer or CCC planners or determined as necessary to progress design by the DT.

### 6.1.2 Architect / Conservation Architect / Interpretive Designer

- a) A comprehensive SWOT **Site Analysis** including studies of international, national, regional, county, local and site specific context at differing scales. Context should be examined across all categories including; physical, spatial, cultural, historic, geographic, environmental, ecological, legal, regulatory, social, economic etc. At this stage the physical site boundary is not explicitly defined but can be assumed to extend from the river Ilen to the north, Ilen St. to the east, Steammill Lane to the south and the western boundary of the Skibbereen Heritage Centre and car park. At this stage it may also include adjacent landscaping, public realm or public infrastructure. Refer to Additional Information pack for existing conveyancing records and known property boundaries.
- b) **Concept Proposals.** 3-5no. selected, diverse, high level sketch proposals / ideas to facilitate a dialogue with Project Stakeholders to develop the Project Brief. Indicative proposals may be accompanied by text, diagrams, images, photos and / or models to illustrate individual concepts. Alternative media may also be used to communicate ideas as may be appropriate. At this stage, it may be instructive for the Consultant to propose opposing concepts to create a broader framework. Proposals should allude to how the Famine Story might be told and /or how the visitor's experience might be shaped. Ideally, individual concepts should be broadly identifiable as potentially "budget", "mid-range" or "high-end".
- c) **Precedent Study.** The Consultant is to provide a schedule of national and / or international precedent projects which can be used to benchmark relevant criteria such as scale, cost, quality / type of experience, spatial quality, economic viability, commercial success, heritage value etc. Depending on the criteria being referenced, selected projects may or may not be of similar scale and nature.
- d) **Preliminary Accessibility Audit**

### 6.1.3 Conservation Architect

- a) Preliminary **Heritage Impact Assessment** including detailed review of existing *Conservation Management Plan* (J. Bourke Architects) and SWOT analysis
- b) Building Condition Survey (Visual only)
- c) Detailed schedule of conservation related Works Requirements for Phase 1 Works

### 6.1.4 Building Services Engineer

- a) Preliminary (Desktop) **Utilities Survey**
- b) **Preliminary Energy Strategy** informed by CCC's Climate Action Plan and relevant statutory and regulatory standards, European, National and local policy. The Consultant's strategy should outline at least 3no. different potential approaches all of which should be cognisant of the building(s) status as a protected structure, its proposed use and a high level (lifecycle) cost / benefit analysis of different approaches with examples of both national and international best practice for similar projects. High level performance targets should be identified. Refer also to Information Pack included with these tender documents. Potential energy strategies should include alternative approaches to minimising energy use with specific reference to the retro-fit of historic structures e.g Targeted Heating vs Space Heating. Note, both lighting and heating strategies should ultimately be informed by and co-ordinated with user experience of the space / design of the exhibition / content.
- c) **Precedent Study.** The Consultant is to provide a schedule of national and / or international precedent projects which can be used to benchmark relevant criteria such as energy efficiency in deep retrofitting of historic structures.

### 6.1.5 Fire Safety & Accessibility Design

- a) **Precedent Study.** Provide a schedule of national and / or international precedent projects which can be used to benchmark relevant criteria pertaining to fire safety in deep retrofitting of historic structures.
- b) **Preliminary Fire Safety Assessment** including SWOT analysis with specific reference to timber frame structure, potential conservation requirements, executive summary of (potential) constraints across B1-B4 for this building type(s) / proposed purpose group(s). Establishment of minimum design requirements with respect to provision of means of escape, no. of protected stairways likely required, travel distances etc assuming accommodation provided over 3 to 4 storeys. Outline strategies including *Alternative Approaches* for achieving compliance with functional requirements of Part B of the Building Regulations.
- c) Produce an **Accessibility Audit** including site access, car parking, set down, coach access, the existing Heritage Centre, river access etc

### 6.1.6 Conservation Accredited Civil & Structural Engineer

- a) **Condition Survey.** The Consultant is to produce a preliminary / visual Condition Survey (not informed by opening up works) of all structures on and adjoining the site. This survey will inform the Works Requirements for Phase 1. All images / plates to be accompanied by detailed description / commentary. Plates to be indexed back to site location map.

- b) **Accommodation Works.** Prepare a schedule of potential accommodation works to neighbouring properties informed by Stage 1 Site Analysis / Concept Proposals and potential cost ranges associated with same.
- c) **Preliminary Traffic / Parking Assessment** including an assessment of existing and potential coach parking / set down capacity.
- d) Schedule, design and specify **Site Investigation (SI) Works** including boreholes, trial pits, slit trenches, a Timber Condition Assessment, Demolition and Renovation Asbestos Survey etc Prepare all necessary tender documentation for procurement of same. Procure Phase 1 works on approval from CCC. NB Consultant is required to ensure that all necessary Statutory Approvals and / or licenses or ministerial consents are in place in advance of SI Works commencing. CCC planning dept. to be consulted also.
- e) Schedule, design and specify **emergency stabilisation works** including demolition of non-historically significant but structurally compromised structures e.g metal roof to annex. Specification / design of new temporary roof(s), bracing to existing structures as may be required, underpinning as may be required. The Consultant is to engage with CCC planners as required.
- f) Schedule, design and specify **enabling works** such as grubbing up of site, potential site services installations, underpinning, drainage works, temporary removal of and storage of historically significant fixtures, fittings and materials to be reincorporated into the Main Works (Phase 2), design and specification of temporary storage facilities etc

#### **6.1.7 Quantity Surveyor**

- a) **Cost Control Report.** Preliminary report outlining potential total project cost ranges, procedures for cost controls, budget monitoring, lifecycle costing requirements, SWOT analysis including the identification of potentially most costly elements with reference to precedent projects where applicable and Cost Risk Assessment. The Consultant is responsible for ensuring the QS has all necessary inputs to produce comprehensive cost reports across all stages informed by input from all design disciplines. Cost reporting throughout all stages of the project should allow for consistent measurement approaches and maximum transparency to facilitate comparison of individual discipline costs and elemental costs across stages. Cost report to include Pre Tender Estimate for Phase 1 works (see below.....?).
- b) **Stage 1 Lifecycle Cost Analysis Framework**
- c) Pre-Tender Development Cost estimate for Phase 1 works and a Procurement Strategy inline with EU, National and CCC policy and approved procedures for Phase 1 Works.

#### **6.1.8 PSDP**

- a) **Safety File.** On appointment the Consultant (PSDP) is to open a Safety File and prepare a Preliminary Health and Safety Plan. The Safety File is a live document that is the responsibility of the Consultant to build and manage over the course of the project up to Handover Stage (Phase 2). For Stage 1, the Consultant is required to design the outline structure / format of the Safety File detailing its contents and a schedule for reviewing and updating same over the lifecycle of the project. The Safety File is to be sufficiently developed for issue with Phase 1 tender documents and should include an outline CWMP, preliminary DRAs etc.

- b) Prepare and submit AF1
- c) Open project Risk Register
- d) Produce a Health & Safety Framework for adoption throughout all stages of the project

#### **6.1.9 BCAR (Assigned Certifier / Design Certifier)**

- a) Produce a **high-level BCAR compliance strategy** for the project confirming roles and responsibilities for the project and key milestones and compliance gateways.

#### **6.1.10 Ecology**

- a) **Ecology Report.** Preliminary report on ecological issues. Where surveys are required ahead of Phase 1 works e.g Bat Survey, the Consultant is to arrange for same. Refer to Additional Information pack for record of existing surveys. NB Pearl mussels, bats, swifts, EIA thresholds, Appropriate Assessment requirements, identification of SACs, habitats etc
- b) **Bat Survey.** Consultant to include for Bat Survey
- c) **Breeding Bird Survey.** Consultant to include for Breeding Bird Survey.

#### **6.1.11 Planning**

- a) Produce a **Preliminary Planning Report** for the project. Outline strengths, weaknesses, opportunities and threats. Include a full review of all statutory and planning constraints.

## 6.2 Stage 2A: Outline Design

### 6.2.1 MDSP / Quantity Surveyor / All Design Team Members

- a) **Phase 1 Tender Action.** Within 2 weeks of approval / instruction to do so, the Consultant is to issue tender documents in line with the approved Phase 1 Works Procurement Strategy. The Consultant is responsible for the preparation of all tender documents including Volume A, B, C and Additional Information (as required). The responsibility for consistency across all volumes of the tender documentation rests with the Consultant. The Consultant is equally responsible for designing the Procurement Strategy and the administration of the subsequent tender process.
- b) **Phase 1 Tender Evaluation.** Within 4 weeks of the receipt of tenders / quotations for Phase 1 Works, the consultant is to issue a Tender Report and associated recommendation for the appointment of a Contractor.
- c) **Phase 1 Tender Award.** The Consultant is to be responsible for the issue of all necessary notifications in line with CWMF guidance, EU, National and CCC policy.
- d) The Consultant is to be responsible for the subsequent administration of the Works contract acting as **Employer's Representative** for the duration of the Phase 1 Works contract. The Consultant is to include for the provision of supervision and technical support across **all design disciplines for the duration of Phase 1** works including weekly site attendances as may be required by all DT members. Where archaeological testing is scheduled the Consultant is to provide for monitoring as required by any Ministerial Consents or dictated by CCC Planning Dept. All attendances and design team fees associated with Phase 1 Works are to be included in the Consultant's Form of Tender.
- e) Temporary Works design is to be the responsibility of the appointed contractor. The appointed contractor's engineer is to be independent of the DT.
- f) The Consultant is to issue a Draft Stage 2A Outline Design Report within 6 weeks of the commencement of Phase 1 Works.
- g) Phase 1 Works to be completed within 4-8 weeks of appointment of Works Contractor
- h) Complete **Stage 2A Outline Design Report** to be issued within 2 weeks of receipt of Employer comments on the *Draft* report. The *Complete Stage 2A Report* to address all items mentioned heretofore as well as explicitly including
  - 3-5no. diverse options including "Budget", "Mid-range" and High-End" options
  - 1:200 plans including Proposed Site Layouts
  - Co-ordinated Outline Design Strategies & Reports for all Design Disciplines including Outline proposals for Famine Story Exhibition / Experience.
  - DT Recommendation and Preferred Option
  - Full suite of surveys
  - Full suite of reports following Phase 1 Works
  - MDSP's Phase 1 Works Executive Summary

- Revised Programme
  - MDSP Recommendation & Preferred Option informed by all DT inputs, client feedback and specific expertise
- i) Definitive Project Brief. It is the MDSP's responsibility to incorporate the inputs of all project stakeholders to shape the project brief to the Employer's requirements.

### 6.2.2 Architect / Conservation Architect / Interpretive Designer / Landscape Architect

- a) Design. In parallel with Phase 1 Works, the Consultant is to develop **3-5no.selected Outline Design proposals** informed by Stage 1 studies and the ongoing Phase 1 Works including surveys, site investigations etc. The purpose of design work at this stage is to test multiple design proposals and develop a definitive Project Brief. Selected Outline Proposals should include inter alia;
- b) 1:200 scale drawings and/or models. Drawings and models may be enlarged for clarity but detail levels should be restricted to outline only. The priority is to provide enough information to establish project parameters but be flexible enough to quickly revise same.
- c) Schedules of Functional and Spatial Requirements
- d) Schedules of Areas
- e) Gross Floor Areas (GFAs)
- f) Locations and quantities for stairwells and lifts (as may be required)
- g) Outline Visitor Choreography Proposals
- h) Site Layout Options including Traffic Management, Coach set down, parking etc incorporating any site restrictions including Right of Ways and easements (registered or unregistered), potential public realm enhancements, new landscape design proposals, potential interfaces with the River Ilen, flood defences, adjacent streets etc
- i) Urban Scale Strategies. Outline proposals for how the proposed development will integrate into the existing urban fabric and contribute to enhancing the public realm and connectivity.
- j) Definition of the future relationship options between the existing Heritage Centre and the Old Steam Mill complex. Note. At least one option should include for providing all sanitary facilities within the existing Heritage Centre.
- k) Establishment of the extent of new build and / or extensions that may be required to meet functional requirements.
- l) Prepare Outline Design Strategies and High Level Specifications for proposed options
- m) Options should include at least one "Budget" option, one "Mid-Range" option and one "High End" option
- n) The Consultant is to provide for at least 4no. *Options Workshops* between the DTL (the Consultant) and the Employer (CCC) to run in parallel with Phase 1 Works. Individual DT

members may also be required to attend. *Options Workshops* may be held online or in person.

### 6.2.3 Conservation Architect

- a) **Outline Heritage Impact Assessments** for proposed design options and recommendation of most suitable approach from a conservation perspective.
- b) Outline Schedule of non-structural conservation works to be incorporated into the main works (Phase 2)

### 6.2.4 Building Services Engineer

- a) Outline design options for building services. Options must include “Low Tech”, “Medium Tech” and “High Tech” Options. Options should include Primary Service Routing concepts and External Plant Integration Proposals. NB Visual Impact.
- b) Intrusive Building Services Survey Report
- c) Structural Building Services Interaction Log
- d) Building Fabric Dynamics Study e.g. condensation modelling wrt historic timber structure
- e) Outline Design Report including Part L & NZEB feasibility statement Renewable Energy Technology Assessment and Preliminary Whole Life Carbon & Circularity Input
- f) Plant Room & Riser Spatial Strategy
- g) Containment Strategy Options & Assessment
- h) Utility Infrastructure Assessment
- o) Outline Cost Estimates for all design options including elemental breakdowns and Whole Lifecycle Carbon & Cost Assessments. Options must include at least one “Budget” option, one “Mid-Range” option and one “High End” option

### 6.2.5 Conservation Accredited Civil & Structural Engineer

- a) **Structural Conservation Works.** Establish and record the full extent of demolitions and alterations required to the existing buildings including extent of underpinning requirements, schedules of window head replacements, structural timber repairs, Roof repairs, remedial works etc
- b) Outline structural strategies for proposed design options.
- c) Prepare outline Traffic and Parking Impact Assessments for proposed options
- d) Produce an outline Flood Risk Assessment
- e) Produce a **Detailed Condition Survey** informed by Phase 1 Works and including inter alia:
  - Non-Destructive Testing & Intrusive Investigations
  - Capacity Analysis & Load Assessments

- Visual Inspections & Defect Mapping
  - Remedial Recommendations & Repair Methodologies
- f) Drainage Report

#### **6.2.6 Fire Safety & Accessibility Design**

- a) Outline Fire Strategies for all proposed options. Individual assessment of each option from a fire safety perspective.
- b) Definition of relevant Alternative Approaches
- c) Outline Accessibility Strategy & Options. Note at least one option should include for providing all sanitary facilities within the existing Heritage Centre.

#### **6.2.7 Quantity Surveyor**

- a) Full QS services for Tender Action Evaluation & Award of Phase 1 Works
- b) Full QS services for the procurement of all required surveys and or specialist works contractors (Phase 1)
- c) Full QS services for the administration of Phase 1 Works (excluding ER role to be executed by MDSP)
- d) Prepare **Order of Magnitude Cost Estimates** for all design options with a maximum +/- 25% margin of error include for Value Management and Whole Lifecycle costing.

#### **6.2.8 PSDP**

- a) Updated Safety File including As Built drawings informed by Phase 1 Works
- b) Updated Risk Register

#### **6.2.9 BCAR**

- a) Outline **Building Regulations Compliance Statement** covering all proposed options.

#### **6.2.10 Ecology**

- a) Outline **Ecological Impact Assessment** of proposed design options

#### **6.2.11 Planning**

- a) **Outline Planning Report** including assessment of proposed options from planning perspective

## 6.3 Stage 2B: Scheme Design

### 6.3.1 MDSP

- a) Provide all necessary drawings, models, reports and cost estimates to enable the Employer select a preferred Scheme Design.
- b) Allow for 2-3 in person public consultation sessions including the preparation of display material, management and co-ordination of sessions, collection of feedback, collation of feedback, reporting etc
- c) Include for standalone presentation of proposed scheme to elected members prior to Part 8 publication.
- d) Design a Procurement Strategy to deliver the Project.
- e) On instruction initiate pre-planning consultation with CCC planners for the selected preferred design option. Consult with CCC Planning Dept. with respect to compliance of developed Scheme Design. Ascertain CCC's statutory obligations and mandatory procedures applicable to the Project, including any Protected Structure classification that may apply.
- f) Manage and administer the Part 8 process as per guidelines to be provided by the Employer.
- g) Provide a revised project programme to execute the procurement strategy
- h) Provide for the publication of Part 8 within 12 weeks of Stage 2B commencement.

### 6.3.2 Architect

- a) Allow and plan for the preparation and production of a full suite of plans and particulars in line with a typical planning application for a development of this nature as set out in European, National and local guidance with specific reference to CCC's County Development Plan and CCC's procedural guidelines for Part 8 applications.
- b) Include for all necessary design development including multiple iterations of the preferred design option to incorporate client requirements and commentary from CCC planning dept and project stakeholders.
- c) Include for the provision and production of a full suite of drawings at a scale of no less than 1:100 across all design disciplines, plus schematics, typical details and photomontages as may be required to communicate design intention. The minimum standard of detail required across all outputs is that sufficient for planning purposes and statutory approval as indicated in CCC's development plan and planning guidelines and / or amended by this document.
- d) Build a suitably detailed 3D model(s) either virtual or physical to enable the Employer visualise user experience of the proposed Scheme Design.
- e) **Visual Impact Assessment.** Include for the provision of high quality photographic montages to allow both the Employer and planners assess the proposed scheme within the site's context. Refer to CCC's Development Plan for requirements relating to Visual Impact Assessments in ACAs.

- f) Provide **external signage** and way finding details as required for Part 8 purposes
- g) Produce a comprehensive **Architectural Design Statement** for inclusion in Part 8 package.
- h) On ratification of the proposed Part 8 by CCC, produce a **fully detailed Stage 2B Report** including any modifications to the scheme design dictated by the Part 8 process and an **updated cost plan** to reflect modifications and latest market rates.

### 6.3.3 Conservation Architect

- a) Architectural Heritage Impact Assessment. Produce a definitive **Architectural Heritage Impact Assessment** for planning purposes including Historical & Typological Inventory, Visual Impact Assessment, Works Method Statements, Materials Schedules, Mitigation Strategies, Comprehensive Photographic record, Colour coded Heritage & Demolition / Alteration Drawings, typical construction details associated with proposed interventions, Universal Access Statement, Fire Safety & Egress Strategy, Thermal Performance Strategy, Interpretive Design Strategy etc

### 6.3.4 Interpretive Designer

- a) Interpretive design proposals are to be included in the Architectural Design Statement
- b) Where proposals necessitate a material alteration, details are to be provided for planning purposes
- c) Provide indicative fit-out details and images to convey any proposed alteration to structure's character.
- d) Provide **Interpretive (Scheme) Design Report** illustrating spatial storytelling, visitor choreography and the integration of the exhibition design with the historic fabric of the building(s).

### 6.3.5 Building Services Engineer

- a) Produce a **Climate Action and Energy Building Services Scheme Design Report** for the proposed development outlining:
  - Definitive Sustainability Brief
  - Site Development Summary
  - Legislative / Planning Requirements
  - Compliance with Part L / BER
  - Proposed Passive Design Measures
  - Mechanical Ventilation
  - System Controls and Monitoring
  - Low Energy Lighting Solutions
  - Water Efficiency

- PV Panel Strategy
  - Electric Charging Points
- b) Utility Services Report
- c) Provide developed Cost Estimate for the selected Scheme Design including elemental breakdowns and Whole Lifecycle Carbon & Cost Assessments.
- d) Produce Site Services drawings, roof plans and elevations to inform Part 8 proposal

### **6.3.6 Conservation Accredited Civil & Structural Engineer**

- a) Traffic, Parking, Road Safety and DMURS Impact Assessment
- b) Waste Management Pollution Protection Plan / Construction Waste Management Plan / Construction Environmental Waste Management Plan including explicit water quality protection measures
- c) Fully detailed **Drainage proposals for Part 8 purposes** incorporating SUDs proposals and rainwater harvesting fully integrated with landscape design proposals.
- d) Flood Risk Assessment Report
- e) Ground Investigation Report

### **6.3.7 Fire Safety & Accessibility Design**

- a) Consult with CCC Building Control with respect to Fire Safety Certificate and Disability Access Certificate applications / requirements
- b) Developed Fire Safety and Accessibility Strategy including **DRAFT FSC** and **DAC** applications. Final applications are to be made only on completion of Stage 2C Detailed Design. Provision to be made at this stage (Stage 2B) that the proposed Scheme Design can be executed in compliance with both Part B and Part M of the Building Regulations. As such fire safety and accessibility design issues affecting a material alteration should be resolved.
- c) The proposed Scheme Design must ensure universal accessibility.

### **6.3.8 Landscape Design**

- a) Provide a fully integrated Landscape Masterplan at 1:100 including hard and soft landscaping
- b) Provide Planting Schedules (co-ordinated with full DT input), site sections and elevations, boundary and fencing details, lighting details (co-ordinated with full DT input).

- c) Provide a Landscape Design Statement including Public Realm and Accessibility Statement
- d) Provide a Landscape Heritage Impact Assessment (co-ordinated with full DT input)
- e) Landscape proposals to include for incorporation of public art i.e percent for art scheme
- f) Landscape proposals to include incorporation of traffic management with emphasis on pedestrian priority and placemaking.
- g) Landscape proposals to incorporate site drainage and flood defence mitigation measures.
- h) Provide bin storage details
- i) Provide indicative details on site fittings including street furniture.

### 6.3.9 Quantity Surveyor

- a) **Stage 2B Comprehensive Cost Estimate:** A detailed Elemental Cost Plan (based on the Capital Works Management Framework [CWMF] or ICMS standards) calculated from the DT's Stage 2B drawings.
- b) **Capital Works Management Framework (CWMF) Budget Forms:** Completed standard Irish public sector budget templates (such as Form BCO1) required for departmental funding approvals.
- c) **Historic Conservation Premium Breakdown:** A dedicated subset of the cost plan isolating the high-risk costs of stabilizing, desalinating, and repairing the historic mill stone fabric and timber structures.
- d) **Exhibition & Museum Fit-Out Budget:** A specialized allowance or separate elemental cost line managed in tandem with the Interpretive Designer, covering climate-controlled display cases, interactive AV installations, specialist lighting etc.
- e) **Project Risk Register (Financial Quantified):** A live document identifying and placing a monetary value on specific site risks (e.g., structural failure of mill walls, archaeological discoveries, contamination from past industrial mill processes etc).
- f) **Contingency & Inflation Strategy:** A formal recommendation on design contingencies, construction contingencies, and building inflation projections tailored to the West Cork construction market.
- g) To secure and progress the [Rural Regeneration and Development Fund \(RRDF\)](#) Category 2 funding allocated to the **Old Steam Mill in Skibbereen**, the Quantity Surveyor (QS) must explicitly align all Stage 2B deliverables with the strict financial governance of the **Department of Rural and Community Development (DRCD)** and the Public Spending Code (Infrastructure Guidelines).
- h) The completion of Stage 2B (Part 8) will allow the project be submitted for **Category 1 RRDF funding**. All QS outputs must be formatted to meet public grant compliance and ensure Value for Money (VFM).
- i) The QS must separate the building structure from the exhibition requirements. Separate cost reports to be provided for the Heritage Centre.
- j) **Exhibition Fit-Out Cost Control Document:** A separate, itemized cost allowance isolating specialist museum fit-out elements (e.g., climate-controlled curatorial pods, interactive AV media, and archival lighting) from baseline building fabric costs.

- k) **Public Realm & Town Integration Audit:** A targeted costing of the outdoor museum grounds and pedestrian connections to Skibbereen's town centre to satisfy RRDF town revitalization assessment criteria

#### **6.3.10 PSDP**

- a) Updated Risk Register including procurement, funding, design, construction, neighbouring properties, contract execution, contract administration, delivery, use etc
- b) Updated Preliminary Health & Safety Plan
- c) Updated Safety File

#### **6.3.11 BCAR**

- b) Scheme Design **Building Regulations Compliance Statement**

#### **6.3.12 Ecology**

- a) Environmental Impact Assessment Screening
- b) Appropriate Assessment Screening and / or Natura Impact Statement (NIS)
- c) Fully Detailed and Updated Bat Survey (as may be required)
- d) Updated Breeding Bird Survey

#### **6.3.13 Planning**

- a) Provide a fully detailed EIA Screening Report 6 weeks prior to Part 8 publication
- b) Provide a fully detailed Planning Report to accompany the Part 8.

## 6.4 Stage 2C: Detailed Design

### 6.4.1 MDSP

- a) It is intended that Stage 2C be executed in parallel the Part 8 process. The Consultant should expect to be instructed to commence Stage 2C on publication of the Part 8 application and should therefore allow for the delivery of Stage 2B and Stage 2C services concurrently.
- b) The Consultant is to engage with all necessary utility providers including water, gas, electricity, data, telecoms etc and prepare and submit pre-connection enquiries with same to ascertain availability, cost and lead in times. The Consultant is required to produce a detailed Utility Services Report illustrating all existing services on site including depth underground, all proposed services, service runs, connection points, potential clashes and any and all known obstructions.
- c) Within *20 weeks*, the Consultant is required to produce a **Complete Volume A Works Requirements** for Architectural, Conservation, Conservation Civil & Structural, Mechanical & Electrical, Interpretive Design and Landscape Design works packages as per CWMF guidelines and the requirements of this Scope of Services Document.
- d) Within *20 weeks*, the Consultant is required to produce a comprehensive, co-ordinated suite of supporting or **additional information** relevant to potential tenderers including surveys, reports (e.g. AIA report, SI report etc), access agreements with neighbours, licenses, rights of way or easements.
- e) Electronic copy of all drawings and documents/specifications included in the report must also be provided via the project document sharing system – drawings in both DWG and PDF format, documents and specifications in native and PDF format.
- f) Written confirmation from the Consultant's Quantity Surveyor that they are in possession of all documentation required to complete detailed Bills of Quantities. Final stage payment is contingent upon receipt of this written confirmation.
- g) Within *18 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a detailed **Stage 2C Pre-Tender Report** including inter alia:
  - Introduction / Project Description
  - Executive Summary
  - Update on Statutory Approvals
  - Concise illustrated Detailed Design Statements for each discipline including; Architectural, Civil & Structural, Building Services, Interpretive Design, Landscape Design, Fire and Accessibility etc. Where applicable, design statements should address inter alia; end user experience, spatial quality, design intent, conservation strategy, materiality, design targets, functionality, efficiency, sustainability, economy, buildability, whole life costs and the existing physical and cultural context.
  - An elemental, Detailed **Pre Tender Cost Report** including a BoQ summary structured as per the Employer's direction including a contemporary market analysis

- Updated project programme
- Consultant's project assessment, recommendations and conclusions.

#### 6.4.2 Architect

a) Within *8 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a partial (DRAFT) set of detailed and coordinated Architectural Works Requirements including inter alia:

- Site location, existing site plan, existing GAs etc
- Demolition drawings (Plans, Sections, Elevations etc...)
- Proposed Site Plans at varying scales
- A complete set of detailed architectural General Arrangement drawings including Plans, Sections and Elevations at a scale of not less than 1:50
- Detailed Finishes Schedules
- Window & Door Schedules
- Ironmongery Schedules
- Sanitary Schedules
- A detailed, Project specific Architectural Specification

b) Within *12 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a comprehensive set of detailed and coordinated **Architectural Works Requirements** and tender documents including inter alia:

- Revised documentation and drawings completed at **6.4.2 a)** above updated to incorporate any Fire Safety and / or Access requirements, all civil & structural, mechanical & electrical requirements.
- A complete set of architectural details at varying scales from 1:20 to 1:1 as required capturing inter alia;
- roof details
- roof to wall connection details
- wall to floor connection details
- wall to ground connection details
- façade details
- joinery details
- stair details

- internal wall details etc
- joinery details including repair works to historic joinery, 1:5 details for individual doors and windows informed by detailed building surveys
- stair details
- internal wall details etc
- A full suite of **Room Data Sheets** incorporating all co-ordinated DT proposals including all building services on a room by room / space by space / surface by surface basis.
- **Building Services co-ordination drawings** illustrating how all building services are routed through the building and integrated with architectural, civil & structural proposals. Co-ordination drawings are to consist of axonometric details, plans and sections at a minimum scale of 1:50. The Consultant is to provide dimensioned reflected ceiling plans and (raised access) floor plans illustrating the considered co-ordination of Mechanical, Electrical, Architectural, Interpretive and Structural Works Requirements. Coordination drawings should also include details of the interface between **building services containment**, associated builder's works, historic fabric and finishes.
- Schedule of key architectural submittals required
- Comprehensive Schedules of tests, prototypes, samples and mock-ups required to be provided / procured / produced by the Contractor at Construction Stage.

#### 6.4.3 Conservation Architect

- a) Within *12 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a comprehensive set of detailed and coordinated **Architectural Conservation Works Requirements** and tender documents including inter alia:
- **Masonry Elevation Surveys:** Detailed, annotated elevations of the mill walls mapping out exactly where structural grouting, deep lime-mortar repointing, stone replacement, and desalination are required.
  - **Historic timber joinery & roof repair schedules** ensuring maximum retention of original fabric. Drawings to a scale of 1:1 / 1:2 / 1:5 / 1:10
  - **Joinery Details including windows, doors, stairs etc**
  - **Structural Interface & Tie-In Details:** Cross-sections showing exactly how new structural elements (such as concrete floors, modern steel columns, or a lift shaft) will physically tie into or sit independent of the historic rubble stone walls
  - **Damp-Proofing & Insulation Detail Matrix:** Scaled construction details showing the implementation of breathable, vapor-permeable insulation systems (e.g., lime-cork plasters or wood-fibre boards) to maximise energy efficiency without causing interstitial condensation

#### 6.4.4 Interpretive Designer

- b) Within *12 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a comprehensive set of detailed and coordinated **Interpretive Design Works Requirements** and tender documents including inter alia:
- General Arrangement drawings including **Detailed Storey Boards** and **Schedules of Content**
  - Details and Specifications for the proposed Interpretive Design including construction details for any proposed installations and / or the interpretation / integration of historic artefacts or fittings.
  - Specialist Lighting layouts, General Services
  - Joinery details and specifications for armatures and display cases (as may be required)
  - BMS, (Building Management Systems), integration Design & Specification
  - Full suite of integrated **Wayfinding**, Internal Signage and **Graphic Design proposals**
  - Specialist Equipment Schedule
  - Specialist Ducting and pop-up layouts
  - Specialist Trunking and containment details
  - Certification Requirements
  - Technical Submittal Schedules
  - Interpretive Design Builder's Works
  - Schematics for integration with building services
  - A project specific Particular Interpretive Design Specification clearly detailing all associated works, materials and co-ordination required with other disciplines required to construct the proposed Interpretive Design
  - A General Interpretive Design Specification
  - A comprehensive, fully detailed, itemized and quantified Interpretive Design Pricing Document that enables both Specialist Contractors and Main Contractors to explicitly determine what is included in their respective packages.
  - Instructions To Tenderers for Interpretive Design Reserved Specialist (where applicable)
  - Form of Tender & Schedule for Interpretive Design Reserved Specialist (where applicable)

#### 6.4.5 Building Services Engineer

a) Within *12 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a comprehensive set of detailed and coordinated **Electrical Services Works Requirements** and tender documents including inter alia:

- General Arrangement drawings
- Details and Specifications for Site Services and Building Services and
- Lightning Protection, Lighting layouts, General Services
- Fire alarm, Security Layouts, Mechanical Wiring and Containment
- BMS Design & Specification
- BMS Points List
- A Lighting Schedule, a fully detailed Equipment Schedule
- Ducting and pop-up layouts
- Trunking and containment details including co-ordination with architectural finishes
- Certification Requirements
- Electrical Technical Submittal Schedules
- M&E Builder's Works
- Schematics for; LV, Lighting Controls, Data, AV, Fire Alarm, Smoke & Natural Ventilation, Voice Alarm, CCTV and Protective Services
- A project specific Particular Electrical Specification
- A General Electrical Specification
- A comprehensive, fully detailed, itemized and quantified Electrical Bill of Quantities
- Instructions To Tenderers for Electrical Reserved Specialist (where applicable)
- Form of Tender & Schedule for Electrical Reserved Specialist (where applicable)

b) Within *12 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a comprehensive set of detailed and coordinated **Mechanical Services Works Requirements** and tender documents including inter alia:

- General Arrangement drawings
- Layouts, Details, Schematics and Specifications for
  - Site Services and Building Services
  - Heating
  - Water Services

- Ventilation
  - Soil & Waste
  - Plant room layouts and schematics (showing all building services equipment)
  - Ducting and pop- up layouts
  - Lift design and specification
  - A project specific Particular Mechanical Specification
  - A General Mechanical Specification
  - A comprehensive, fully detailed, itemized and quantified Mechanical Bill of Quantities
  - Instructions To Tenderers for Mechanical Reserved Specialist (where applicable)
  - Form of Tender & Schedule for Mechanical Reserved Specialist (where applicable)
- c) Within *16 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a provisional BER assessment demonstrating the detailed design has met or exceeded the regulatory / best practice standards and agreed energy strategy and targets identified at Stage 2B.

#### **6.4.6 Conservation Accredited Civil & Structural Engineer**

- a) Within *12 weeks* of instruction to proceed to Stage 2C Detailed Design the Consultant is required to produce a comprehensive set of detailed and coordinated **Civil & Structural Works Requirements** and tender documents including inter alia:
- A detailed project specific civil & structural specification
  - Demolition drawings
  - Foundation details
  - Underpinning details
  - Substructure details and specifications
  - General Arrangement drawings including plans, sections and elevations
  - Roof details
  - Reinforcement details, steel schedules, bar bending schedules
  - Connection details
  - Alteration (to existing structure) details, etc
  - Foul and surface water layouts and details

- Roads, paths and paving plans, sections, specifications and details
- Watermain layout, specification and connection details
- Fully detailed and specified conservation details for repair and alteration to structural historic fabric

#### **6.4.7 Fire Safety & Accessibility Design**

- a) Prepare and submit a Disability Access Certificate application within 4 weeks of instruction to proceed to Stage 2C Detailed Design
- b) Prepare and submit a Fire Safety Certificate application within 4 weeks of instruction to proceed to Stage 2C Detailed Design.
- c) Within 20 weeks of instruction to proceed to Stage 2C, produce a copy of a validated Fire Safety Certificate for the project
- d) Within 20 weeks of instruction to proceed to Stage 2C, produce a copy of a validated Disability Access Certificate for the project

#### **6.4.8 Landscape Design**

- a) Provide a fully integrated Landscape Masterplan at **1:50** including hard and soft landscaping
- b) Provide Planting Schedules (co-ordinated with full DT input), site sections and elevations, boundary and fencing details, lighting details, paving details, shared surface details (co-ordinated with full DT input) at **1:50**. **Include 1:10 and 1:5 details.**
- c) Provide a Detailed Landscape Design Statement including Public Realm and Accessibility Statement
- d) Provide detailed proposals to include for incorporation of public art i.e percent for art scheme
- e) Provide site drainage and flood defence interface details (as required)
- f) Provide fully integrated and specified bin storage details
- g) Provide comprehensive details and specifications for all site fittings and street furniture including benches, bollards, bins, planters, tree guards etc

#### **6.4.9 Quantity Surveyor**

- a) All previous stage requirements to be updated and expanded to incorporate full extent of detailed design work across all disciplines.

- b) Produce a comprehensive **Final Pre-Tender Cost Estimate** including an exhaustive update of the previous Stage 2B elemental budget.
- c) Produce an updated CWMF Form BC01
- d) The QS must vet the highly detailed designs of the specialist consultants to ensure no hidden financial surprises remain.
- e) **Conservation & Specialist Craftsmanship Cost Audit:** A dedicated financial verification of the Conservation Architect's step-by-step method statements, verifying market rates for masonry repairs, lime-grouting etc
- f) **M&E / Climate-Control Cost Check:** A rigorous review of the services engineer's detailed HVAC, archival lighting, and fire-suppression specs and associated pricing documents
- g) **Museum Exhibition Fit-Out Cost Ledger:** A ring-fenced, itemized budget sheet managed in tandem with the museum specialist, locking down costs for interactive AV media, display vitrines, educational fit-outs etc
- h) **Risk Management & Market Appraisals.** With detailed drawings available, the QS must convert conceptual risks into precisely calculated financial buffers.
- i) **Quantified Project Risk Register (Financial):** A localized risk log assigning definitive monetary values to remaining technical threats—such as deep underpinning near the River Ilen, historic timber rot discovered upon stripping back, or structural fabric stability.
- j) **Market Inflation & Materials Report:** A localized market assessment projecting inflation, labour shortages, and supply-chain premiums specific to the West Cork heritage construction sector through the intended build period.
- k) Produce a finalised **Public Procurement & Tender Strategy**
- l) **Value for Money (VFM) Stage 2C Concluding Statement:** A formal report to Cork County Council certifying that the detailed design delivers optimum public value, meets the statutory RRDF project criteria, and sits safely within the approved global budget.
- m) Written confirmation from the QS that they are in possession of all documentation required to complete detailed Bills of Quantities.

#### **6.4.10 PSDP**

- a) A complete suite of up to date Design Risk Assessments
- b) An up to date Preliminary Health & Safety Plan
- c) A Preliminary Traffic Management Plan

#### **6.4.11 BCAR**

- a) A Preliminary Inspection Plan informed by all DT members
- b) An Inspection Notification Framework informed by all DT members

## 6.5 Stage 3: Tender Action, Evaluation & Award

### 6.5.1 MDSP

- a) Within 2 *weeks* of instruction to proceed to Stage 3 Tender Action the Consultant is required to have initiated and published **Stage 1 (Pre-qualification)** of any Restricted Tender Procedures as selected under the chosen procurement strategy and invite expressions of interest from Main Works Contractors (and Reserved Specialist Contractors as required) all in accordance with CWMF and OGP guidelines and relevant thresholds.
- b) Co-ordinate, edit and rank Technical Merit & Qualitative criteria to be used to shortlist suitable contractors and respective Reserved Specialists
- c) During a 10 week period the Consultant is to chair weekly DT workshops to review the full suite of Works Requirements ensuring a comprehensive, robust and consistent set of tender documents. All DT members to ensure drawings and specifications are updated for tender and cross checked with pricing documents. At the latest, tender documents must be complete by the time the prequalification process is complete and shortlisted contractors in place.
- d) Assemble and co-ordinate all information to be issued under *Additional Information* to prospective tenderers.
- e) On instruction, the Consultant is to provide all relevant contract documents for signing in accordance with the relevant form of contract for all project(s) / works packages tendered, and the inclusion of all relevant pre-contract information, queries, meeting minutes and clarifications. The preparation of contract documents for each project / works package is to include for the printing and posting of up to 8 sets of the tender documents and issuing of all documents in electronic format including PDF, Autocad, etc. The Consultant is to provide the Employer with 2 complete sets (included in the above) of the contract documents (including a copy of the fully priced bill of quantities) and electronic copies of all documents.
- f) Issue a **Stage 3 Tender Report** incorporating all DT stage outputs and confirming evaluation was completely transparent, objective, and compliant with the published Invitation To Tender parameters.

### 6.5.2 Architect, Conservation Architect, Interpretive Designer, Building Services Engineer, Conservation Accredited Civil & Structural Engineer, Landscape Design

- a) Draft Technical Merit & Qualitative criteria to be used to shortlist suitable contractors and respective Reserved Specialists
- b) Review, revise and reissue all Volume A Works Requirements to take account of any Employer requested design changes
- c) Review, revise and reissue all Volume A Works Requirements to take account of any conditions of funding allocations

- d) Review, revise and reissue all Volume A Works Requirements to take account of any necessary changes / omissions and or additions required following the preparation of the Bill(s) of Quantities and / or issue of QS queries.

### 6.5.3 Quantity Surveyor

- a) The Consultant shall advise Cork County Council as to the preferred procurement procedure for Main Works & Specialist Works Contractors, under the Capital Works Management Framework (CWMF) complying with EU and National procurement requirements and define the award criteria and key objectives for selection of the Most Economically Advantageous Tenderer (MEAT). The Consultants fee proposal shall include the appointment of the Specialist Works Contractors under the main contract.
- b) **Pre-qualification of Main Works & Specialist Works Contractors** – The Consultant is to agree pre-qualification requirements for all contractors with the Employer. Where Reserved Specialists are required, the Main Works Contractor will appoint the Specialist Works Contractors as sub-contractors. (All in accordance with the procedure as set out in Guidance 2.3.3 – Specialist and The Public Works Contracts).
- c) The Consultant shall include for issuing notice(s) to call for expressions of interest to facilitate pre-qualification of Main Works & Specialist Works Contractors required under the works contract. The Consultant shall include for the preparation of detailed and comprehensive pre-qualification documentation for each Works package with a detailed selection and award criteria (to be agreed with the Employer) with a specific weighting to each criterion, as per the latest suite of documents from the [www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie) website.
- d) The Consultant shall complete all necessary vetting, assessments and prequalification of Works Contractors (Main & Specialists), to establish their capacity and suitability consequent on the selected procurement procedure, notify tenderers of the results, including issuing notification letters to all unsuccessful tenderers for all projects tendered. These letters shall be to the satisfaction of the Employer, respond to all queries and or challenges received within or outside of the statutory or project set standstill period relating to the pre-qualification process on all work contract(s) / Specialists. Prepare and issue report(s) and recommendation(s) on the pre-qualification result(s) to the Employer.
- e) **CWMF Suitability Assessment Questionnaires (QC1 / QC2 Input)**: Financial criteria, turnover thresholds, and economic capacity rules drafted for inclusion in the contractor pre-qualification or open tender documentation.
- f) **Draft Schedule to the Public Works Contract**: Completion of the highly critical financial elements of the CWMF contract schedule (e.g., standard PW-CF1 or PW-CF2), defining retention percentages, liquidated damages, and price variation clauses.

- g) Within *6 weeks* of instruction to proceed to Stage 3 Tender Action the Consultant is required to produce a **draft Bill(s) of Quantities**

The Preliminary Section of the Bill(s) of Quantities shall include

- The information required to complete the Schedule Part 1
  - Appropriate clauses regarding payment by the Contractor for temporary utilities (water, electricity, gas, telecommunications, etc.) consumed during the works
  - The Main Contractor shall be permitted to connect into any existing utility services subject to each utility being metered individually and the metering system proposed being approved in writing by the Employer's Representative in consultation with the Mechanical and Electrical Engineer. The metering system, connections etc. proposed must be in accordance with all current regulations, legislation and Health and Safety requirements. The meter reading for the appropriate utility should be jointly read, recorded and agreed by the Contractor and Employer not later than 10 days before an application for payment by the Main Contractor. The amount due from the Contractor to the Employer on presentation of Invoice shall be the number of units consumed in the billing period multiplied by the full cost per unit of the particular utility including VAT to be paid within 30 days. If the Contractor fails to honour a valid invoice, the Contract terms should permit the Employer's Representative to deduct the amount so due from any monies owed or which may become due to the Main Contractor. Should all required utilities not be available, the Main Contractor shall be responsible for paying all costs (connection fees, connections, standing charges, bills, disconnection, reinstatement) and comply with all requirements.
- h) Within *10 weeks* of instruction to proceed to Stage 3 Tender Action the Consultant is required to produce a final, comprehensive, **Bill of Quantities** the Consultant is responsible for ensuring consistency across all Pricing Documents including the Bill of Quantities with all Volume A Works Requirements as produced by the DT across all disciplines.
- i) Within 10 weeks of instruction to proceed to Stage 3, the Consultant is to produce a finalized list of pre-qualified Main Works contractors, Lists of pre-qualified Reserved Specialist Works Contractors (as per the selected Procurement Strategy). Instructions To Tenderers (including Reserved Specialists as required) as per CWMF guidelines
- j) Within 2 weeks of instruction to do so, the Consultant is required to have initiated and issued all tender documentation for all Works packages to the relevant shortlisted contractors via the approved platform recommended by OGP / CWMF guidance and complying with EU and National procurement requirements e.g. e-Tenders / OJEU etc. The Consultant shall issue a 2-page detailed Procurement Strategy informed by Departmental / OGP / CWMF guidance to the Employer outlining the timeframes and protocols involved in the chosen procurement strategy including the sequencing of Main Works tenders versus any Reserved Specialist Works packages.
- The Consultant shall prepare and upload tender notice(s), issue bulletins, and documents amendments, deal with queries including commercial and confidential queries relating to the tender process for each works contract(s) (including any Specialist required under the works contract(s)). The Employer

shall be invited to nominate at least one representative to act as 'keyholder' where tenders are published electronically.

- All tender documents shall be based on the latest suite of documents from The Department of Finance Public Works Contracts ([www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie)) and shall include all documents, specifications and drawings necessary to effectively meet the duties outlined in this Brief and the Clients Primary and Specific Objectives while complying with all environmental, planning and other statutory requirements.
- k) Complete Volume B Form of Tender & Schedule for Main Works and any Reserved Specialist Works Packages as required by the CWMF guidelines and the selected procurement strategy.
- l) The Consultant is required to manage the Works (including Specialist Works) tender process(es), including invitation(s) to tender, tender queries, receipt and evaluation of tenders, reports and recommendations through to compilation of contract documents for signature with the Main Contractor.
- m) Within 2 weeks of the deadline for return of tenders, the Consultant shall report on tenders received, notification procedures, timeframes, apparently successful contractors. The Consultant is required to invite the Employer to nominate a representative to join the tender assessment board.
- n) Within 4 weeks of the return of the last tender(s) (Reserved Specialists), the Consultant shall issue a Stage 3 Tender Report including inter alia:
- Introduction with project details.
  - Description of tender procedure used.
  - Statement as to whether tenders were sought on fixed price.
  - Details of any additional information issued to tenderers during the tender period, stating dates, and confirmation that all tenderers have taken the additional information into account in their tenders.
  - Details of approved budget costs for the projects including base dates.
  - Details of returned documentation with discussion.
  - Details of any qualifications to tenders and the method of dealing with them.
  - Spreadsheet itemizing all returned tenders in elemental format in accordance with the National Standard Building Elements.
  - An evaluation report relating to the technical and financial merits of Contractor's/ Specialist's submissions identifying any conditional issues that require resolution prior to accepting the tender.
  - Recommendations to CCC dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget.
  - Confirmation of the status of the recommended tender(s) with regards to price variation (fixed price).
  - Copy of original summary of tenders for the nominated contractors.

- Discussion on tenders received and reconciliation with the approved budget.
  - Where the recommended tender is abnormally low, all questions of viability must be resolved directly with the contractor before completion of the tender report and details included in the report.
  - Where the recommended tender exceeds the approved budget, details of reductions to be made to achieve the budget must be included; these reductions must be agreed by all members of the design team before inclusion in the report.
  - Details of Value Added Tax.
  - Advise in relation to requirement for advance purchase of any long delivery items which may affect programme.
  - Prepare Bills of Adjustments/Reduction if the lowest acceptable tender exceeds the pre-tender Developed Cost Plan.
  - Prepare Tender analysis, updated post-tender Developed Cost Plan (Review), and expenditure Cash flow for the Project.
  - Firm Recommendation.
- e) On approval and Employer instruction, the Consultant is required to arrange for all pre-contract requirements including issuing of Letters of Intent, Notifications, compilation and review of insurances , collateral warranties, performance bonds, arrangement of pre-contract health and safety meetings, management and co-ordination of all necessary documentation to allow for the issue of the Letter of Acceptance to the Main Works Contractor and confirm appointment of Reserved Specialists by the selected Main Works Contractor as per the OGP and CWMF guidelines and Employers requirements. Up to date, written confirmation to be secured from all apparently successful tenderers (including Reserved Specialists) prior to release of Letter of Acceptance that tenderer's stand over their tenders as returned.

#### **6.5.4 PSDP**

- e) Draft Technical Merit & Qualitative criteria to be used to shortlist suitable contractors and respective Reserved Specialists
- a) Compile a complete suite of up to date Design Risk Assessments for tender issue
- b) An up to date Preliminary Health & Safety Plan for tender issue
- c) A Preliminary Traffic Management Plan for tender issue

### **6.5.5 BCAR**

- a) Update and revise Preliminary Inspection Plan informed by all DT members for tender issue
- b) Update and revise Inspection Notification Framework informed by all DT members for tender issue
- c) Provide an updated Stage 3 **Building Regulations Compliance Statement**

## 6.6 Stage 4: Construction

### 6.6.1 MDSP

- a) The Consultant is to provide the following services / execute the following roles at Construction Stage on behalf of the Employer:
- Project Manager
  - **Employer's Representative (ER)**
  - Project Architect (Design / Inspection / Certification)
  - Design Team Leader
  - **Design Certifier**
  - **Assigned Certifier**
- b) The Consultant is required to ensure sufficient resources are available at all times during the Construction Stage to meet information delivery and Contract response time limitations as they arise. The Consultant is responsible for assigning individual roles and responsibilities to sub-consultants as required to fulfil the Scope of Works outlined in this document and meet all contractual and legislative obligations. The Consultant is responsible for the performance / non-performance of any sub-consultants.
- c) The Consultant shall provide copies of all documents required by the Contractor(s) such as, inter alia: construction issue drawings, specifications, clarifications, planning documents, statutory documents, document revisions and any other relevant contract documents for the safe and orderly execution and delivery of the project.
- d) As **Employers Representative (ER)** the Consultant shall fulfil all of the responsibilities of this role as per the CWMF guidelines, the most recent guidelines available via <https://constructionprocurement.gov.ie> and the Conditions as set out in the Works Contract executed by CCC and the selected Contractor. Tenderers are advised to familiarize themselves with the full extent of these responsibilities which include inter alia;
- e) Contract administration
- f) Preparing information delivery schedules for the Contractor in consultation with other DT members.
- g) Responding to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required. Providing necessary documentation to confirm status of RFI closure.
- h) Coordinate Design Team review and evaluation of Contractor's submittals, production drawings, shop drawings, method statements or other relevant submissions and respond, amend, approve or as otherwise appropriate to ensure compliance with the Contract and any relevant legislation.

- i) Prepare and maintain an up-to-date fully documented record / tracker of all submissions made by the Contractor and responses to same.
- j) Maintain up to date trackers for RFIs and Change Orders
- k) Manage information flows between the Design Team and the Contractor to ensure that all parties are in receipt of necessary information in good time.
- l) Issue Directions to the Contractor as required to ensure the proper execution of the Works Requirements
- m) Issue Proposed Instructions and request Proposals from the Contractor as required to ensure the timely execution of the Works Requirements. Proposals are to be assessed with respect to scope, cost, time and quality. Where Proposed Instructions are deemed to qualify as Change Orders, the ER must demonstrate that all reasonable efforts are made to ensure that the net value of all Change Orders at Substantial Completion is less than or equal to zero while fulfilling all the relevant conditions as set out under the Contract including notification to the Employer where required.
- n) Examine and report on any variations and claims, including those resulting from delay/disruption, pertaining to the works.
- o) Manage project risk through the anticipation and identification of potential delays or compensation events, and implementation of appropriate action to address any issues or other events which may threaten the project objectives.
- p) Monitor the Contractor's Programme and notify both the Contractor and Employer of any potential slippage. **Ensure that at no time, is "time at large".**
- q) In collaboration with the Consultant's Quantity Surveyor, examine, assess, report and issue determinations on Contractors Claims
- r) Schedule regular site meetings every 2 weeks to be attended by at least one representative of each design discipline, the Consultant's QS and the Contractor. Issue minutes of site meetings to all parties and the Employer within 3 days. (Reference Section 3.5.2)
- s) Monitor and record progress, quality and cost, and manage all contractual issues or problems that may arise.
- t) Prepare and issue detailed monthly Progress Reports to the Employer including QS reports, Change Order registers, Claims registers, Programme Updates, original Contractor's Report, Site Inspection reports etc
- u) Oversee, inspect and approve any tests, prototypes, samples, mock-ups or the like related to the design to be provided by the Contractor under the Contract.
- v) Carry out regular visits to the works in order to monitor, inspect, record and confirm that the Works are being carried out in accordance with the Contract. Identify specific work elements which require inspection or testing prior to the work being covered up. Site inspection observations regarding quality and conformance with design and specification should be raised and minuted at the formal site meetings. Frequent, unscheduled site inspections are required in addition to scheduled bi-weekly site meetings. Records of site inspections to be maintained and made available to the Employer on request.

- w) Coordinate with the Design Team as required in relation to the issue of Instructions, objections or other communications to the Contractor in accordance with the terms of the Contract.
- x) In collaboration with the full Design Team and at the periods for interim payment, provide certification of payments to the Contractor in respect of the design installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, components, or other elements of the works manufactured, fabricated or assembled off site as required in advance of delivery or payment.
- y) Manage formal dispute resolution procedures where necessary in accordance with the terms of the Contract. The Consultant shall adjudicate settlement of disputes that arise on the project up to commencement of Conciliation / Arbitration process. Every effort shall be availed of, to agree disputed items in advance of any Conciliation / Arbitration processes. The Consultant shall demonstrate the exhaustion of all available avenues of the negotiation process before any consideration is given by the Employer to the Conciliation / Arbitration processes commencing. (NOTE: The conciliation / arbitration process will attract separate payment either as a negotiated fixed price lump sum or on an hourly basis using the rates tendered in Schedule A at the Employers discretion).
- z) In conjunction with the DT, review and comment on Contractor's proposals and programmes for commissioning and performance testing of the works. Witness commissioning and testing. Examine test results submitted by the contractor and advise on areas which require further testing prior to completion. Agree, coordinate and comply with procedures to verify and confirm acceptance of systems or elements of the works.
- aa) Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Carry out inspection of the defects remedial works upon notification of their completion by the Contractor.
- bb) Provide certification that the works have reached substantial completion.
- cc) Evaluate any outstanding works still to be completed prior to confirmation of Substantial Completion.
- dd) Evaluation in relation to partial / sectional completion of the works if required in accordance with the terms of the Contract.
- ee) Provide all necessary advice in relation to taking over of part or a Section of the works in advance of Substantial Completion, if required, in accordance with the terms of the Contract.
- ff) Provide Opinions on Compliance with Planning and Building Regulations at building handover.
- gg) Prepare, assist in and coordinate as required the compilation of as-built drawings, Operation and Maintenance Manuals, the Health and Safety File, testing and commissioning certificates, maintenance specifications and proposals for maintenance contracts.
- hh) Review and comment on the Contractor's draft Operating and Maintenance manuals, Health and Safety File, record drawings and any other related documents to verify compliance with the Contract documentation. On issue of the final set of the documentation check that any comments made have been addressed.
- ii) If required, arrange for provision of information to independent auditors, quantity surveyors, tax advisors, insurance surveyors, purchasers, tenants and the like.

- jj) **Utilities.** The Consultant is required to **coordinate all utility connections** with the DT, Contractor and the Employer and prepare and submit all necessary utility applications in good time so as not to adversely affect the Contractors programme. The Consultant is required to review all offers received from utility companies and issue recommendations / directions to the Employer to accept those offers or otherwise.

#### **6.6.2 Architect, Conservation Architect, Interpretive Designer, Building Services Engineer, Conservation Accredited Civil & Structural Engineer, Fire Safety & Accessibility Designer, Landscape Designer**

- a) All DT members are required to attend fortnightly site meetings plus additional site inspections as dictated by the contractor's programme and the agreed Inspection Plan
- b) **Quality & Aesthetic Monitoring:** Conduct regular site visits to ensure the work is in strict compliance with the Works Requirements and any planning/conservation conditions.
- c) **Technical Review:** Review contractor shop drawings, material samples (e.g., lime mortar mixes, stone replacements, timber types), and specialist submittals.
- d) **ER Liaison:** Advising the ER on technical queries.
- e) Review all relevant **submittals** and issue timely responses.
- f) Prepare any additional design information that may be required for the contractor to complete the works
- g) **Draft timely responses to any RFIs**
- h) **Defects Management:** Identifying non-compliant work, compiling snag lists, and inspecting remedial works.
- i) **Inspect and certify works as required by the Inspection Plan**
- j) All DT members to perform the duties of ancillary certifier as required by the Department of the Environment, Community and Local Government's "Code of Practice for Inspecting and Certifying Buildings and Works" (Latest edition).

#### **6.6.3 Quantity Surveyor**

- a) Assist the ER with administration of the contract. Review Schedules of Rates. Track eligible adjustments.
- b) Evaluate Contractor claims in strict accordance with the contract
- c) Quantify and detail all claims
- d) Draft ER Determinations
- e) Assess Delay Costs
- f) Assess Compensation Events

- g) Quantify VFM Changes
- h) Value Change Orders
- i) Monthly Valuations and CWMF Compliance Certificates
- j) Monthly Cost Reporting

#### **6.6.4 PSDP**

- a) The Consultant is to continue to execute all responsibilities of the Project Supervisor Design Process (PSDP) for this stage of the Project including inter alia; the assembly of a full Safety File for the project to the Employer's satisfaction, issuing of necessary notifications to the HSA, review of proposed PSCS Health & Safety documentation, RAMS, examination of Contractor's site set-up and proposals for constructing the works safely and in accordance with the Contract. Liaise with Contractor's temporary works designer. Keep the Consultant (Employer's Representative) informed of potential risks or changes to the design elements which may affect the brief, cost, quality or programme.
- b) Ensure that the approved form AF2 and Commencement Notices are submitted to the Health and Safety Authority by the PSCS before construction commences
- c) Liaise with the Designers, Contractors and PSCS and attend meetings as necessary to coordinate and review changes to the design. Carry out design safety assessments and document the results of these assessments for such design changes
- d) Review and comment on the Construction Health and Safety Plan as prepared by the PSCS
- e) Review and sign Temporary Works Design Certificates and issue to the PSCS
- f) Issue directions to Designers or Contractors or others where appropriate, in order to comply with the Regulations
- g) Prepare and agree a table of contents for the Safety File with CCC and obtain approval of table of contents
- h) Ensure that the PSCS and the Construction Manager carry out site safety audits at an appropriate frequency to an appropriate level of scrutiny. Monitor the result and follow-up for these audits
- i) Participate in monthly audits during the Construction stage in order to maintain safety standards and promote a safety culture
- j) Manage and coordinate the completion of accident and incident reports occurring on the site, on behalf of CCC.
- k) Notify the Health and Safety Authority, CCC and The Consultant of any non-compliance with any directions issued, during the course of the Project.

#### **6.6.5 BCAR**

- a) The Consultant is required to ensure that all necessary notices, certificates and other statutory obligations are discharged in accordance with the relevant legislation and that CCC's rights under the Contract are protected at all times and its obligations under the legislation are notified to the Employer in good time to allow the Employer to fulfil their obligations. The Consultant is to execute the role of both Design Certifier and Assigned Certifier and is to ensure that all necessary tasks as dictated by the relevant legislation are carried out.
- b) All DT members to perform the duties of ancillary certifier as required by the Department of the Environment, Community and Local Government's "Code of Practice for Inspecting and Certifying Buildings and Works" (Latest edition).
- c) Commence this stage by filing the Commencement Notice and all required associated documentation electronically via the online Building Control Management System (BCMS).
- d) In consultation with the members of the DT and Builder (Contractor), plan and agree the Inspection Plan and testing regime and oversee adherence to this plan, during Construction; and develop the Preliminary Inspection Plan including testing requirements; determine an appropriate frequency and robustness of inspections based on the particular characteristics and risk level of the project.
- e) Use best endeavours to achieve optimal efficiency in relation to requirement for visits to site for inspections etc to keep these to a reasonable level, by planning, agreeing and maintaining adherence to a robustly planned and managed Inspection framework.
- f) On termination or relinquishment of their appointment make available to the Building Owner all certification prepared, and inspection reports carried out.
- g) Act as the single point of contact with the Building Control Authority during construction.
- h) Develop and finalise the list of all design professionals and specialists, from whom compliance/ancillary certificates (Design, Inspection or Completion) are required and obtain them. The Certificates shall be in the form of the Standard Ancillary Badged Certificates prepared and agreed by the Professional Institutions.
- i) Coordinate the ancillary certification and supporting documentation by members of the DT and other relevant bodies which will support the Certificate of Compliance on Completion.
- j) Obtain suitable Ancillary Certification in respect of all relevant elements of the work at 4-6-week intervals or as appropriate and upload to the BCMS system. Coordinate receipt of ancillary certificates in advance of payment of relevant contractor claims
- k) Coordinate and collate all certification of compliance for completion in conjunction with the Builder.
- l) Provide and sign the relevant statutory Certificate of Compliance - Form of Undertaking and the Certificates of Compliance at Completion.
- m) Upload all documents to the Building Control Management System (BCMS) to facilitate timely validation of the submission by the BCA and its logging onto the register.
- n) Hand over to the building owner all certification prepared, and inspection reports carried out.
- o) Report to CCC at appropriate intervals during the project on Building Control related issues generally, including records of inspection of the works, and on any substantive matters

arising in regard to the compliance of CCCs project with Building Regulations. In CCC reports the Assigned Certifier shall advise CCC in relation to any deficiencies or non-conformances encountered with the design or construction of the works or with adherence of relevant project members with the Inspection plan, on all other relevant matters arising, and on all actions being taken to address such issues. Building Control reports to be issued monthly.

- p) Seek advice from the Building Control Authority, in respect of compliance matters relating to the building or works where disputes or differences of opinion arise between the parties to the project.
- q) Maintain records of inspection and at completion hand over to the building owner all certification prepared and inspection reports carried out in hard and electronic formats.
- r) Design work that is prepared during construction and specialist design that is not available for submission at commencement stage should be certified and submitted at a later stage. Drawings and documentation for these designs should be submitted when available, with Ancillary Certificates of Compliance, where appropriate. Similarly, drawings and documentation for changes or omissions should be certified and submitted when agreed.
- s) At completion stage, prepare and execute the Certificate of Compliance on Completion in conjunction with the Builder and submit to the Building Control authority to facilitate validation and inclusion on the register in advance of issue of completion certification and handover of the project.
- t) The Assigned Certifier shall make provision for the submission and validation of documentation at a time consistent with CCC's programme, using, where necessary the "Nominated date for registration of Certificate" process outlined in the Code of Practice.
- u) The Assigned Certifier shall liaise with the Builder and ER in issuing a Prior Notification of Submission of Completion Certificate where this is necessary to facilitate handover of the project for the beneficial use of the owner on or before the contracted date.

## **6.7 Stage 5: Handover**

### **6.7.1 MDSP , Quantity Surveyor**

- a) On receipt of the necessary documents from the Contractor and Specialists, negotiate and agree all final accounts no later than 4 months following Substantial Completion of the works or the relevant part or section and prepare a Final Account report for agreement with the Employer.
- b) Provide detailed cost analysis of the completed project.
- c) Where contract claims are submitted, adjudicate and evaluate same
- d) Prepare necessary information for taxation, capital allowances etc., if required.
- e) Establish procedures and programmes for the inspection, notification and rectification of defects during the Defects Liability period and for the final inspection of the Project at the end of the Defects Liability period.
- f) On final completion of all defects, coordinate final inspection of the works by the DT and prepare final valuation for payment including release of retention monies.
- g) Organize a project review with CCC to review the project and identify successes, failures and lessons to be drawn from the project.
- h) Manage the settlement and finalisation of the Contractor's accounts and the Project Final Account (PFA). Provide technical evaluation, assessment and adjudication in relation to Contractor's claims, where applicable.

### **6.7.2 Architect, Conservation Architect, Interpretive Designer, Building Services Engineer, Conservation Accredited Civil & Structural Engineer, Fire Safety & Accessibility Design, Landscape Design**

- a) Provide advice and recommendations to CCC in relation to Building Maintenance, and the training of the managers and maintenance staff who will be responsible for the operation, safety and maintenance of the new facility. Organise training and maintenance seminars for individual building systems / elements.
- b) Monitor the Contract Defects Liability Period. Compile a list of defects in the works, one month before the end of the Defects Period and issue a schedule of defects/snags to the Contractor. During Defects Liability Period advise the Employer on any defects which require urgent/ immediate attention.
- c) At the end of the Defects Liability Period, carry out a final defects inspection, and on satisfactory completion of all defects, notify the MDSP / Employer accordingly.

### **6.7.3 Building Services Engineer**

- a) Within 14 months of the building being occupied the Consultant is to provide a complete Energy Audit Report of the building detailing the buildings energy performance under occupation.

### **6.7.4 PSDP**

- a) Within 4 weeks of Substantial Completion, complete the preparation, assembly and delivery of a complete Safety File including two complete bound sets of completion documents in hard copy together with one set in CD/USB or other agreed digital format, including as-built drawings, detailed technical specification, specialist works as-built drawings and specifications, all results of specialist's test or any other tests carried out during the currency of the project, Operating & Maintenance Manuals, Maintenance Specifications or other relevant documentation.

### **6.7.5 BCAR**

- a) The Consultant is required to ensure that all remedial works are certified as required, any notifications or revisions informed to Building Control and the responsibilities of the Assigned Certifier, the Contractor and the building Owner are notified / executed accordingly.