

Description of Services

Consultancy Services: including Structural and Civil Engineering, Building Services Engineering, Fire Engineering Services, Assigned Certifier and PSDP.

For

Cork City Fire Brigade Service Delivery Centre. (PHASE 1)

New Appliance Bays (garage type building) to house Fire Tenders and Emergency Vehicles, an extension to the existing Appliance Bays, along with a Training Tower (superstructure by specialist) and associated site works

at

Link Road, Ballincollig, Cork P31 VK11

For

**Cork City Fire Brigade Service
Cork.**

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1. INTRODUCTION

Cork City Fire Brigade Services is undertaking a building project at Link Rd., Ballincollig, Cork. P21 VK11 It will be known as **Cork City Fire Brigade Service Delivery Centre**.

However, due to funding, the building project will be broken into several phases.

Please note that this tender is for Phase 1, ONLY.

Design and construction of a new Appliance Bay building (*shed like building*), and an extension to the existing Appliance Bay to house Fire Tenders and Emergency Vehicles (including those not in full time use), a Training Tower (by specialist contractor) and associated substructures and site works to facilitate same.

The project details for Phase 1 are as follows:

DESCRIPTION OF THE SITE

The site is located at Link Road in Ballincollig, Cork P31 VK11, indicated on the Architect's Site Location Plan BFS-ZZZ-ZZZ-DR-CCAD-AR-0001 (See Drawing Folder)

Works will be carried out on the site of the current Cork City Fire Brigade premise. Please note that this is not currently in active use.

Existing services and structures must be considered for any design solutions/proposals.

A Topo survey and GPR survey have been carried out, this information is included in this tender pack, for your information.

DESCRIPTION OF THE WORKS

The Works comprise of the construction of the following:

- **Appliance Bays** - 1 no. portal framed shed type building with automated doors –with 4 bays to house Fire Tenders, Emergency Vehicles and associated storage requirements. The portal frame structure with external cladding forms part of this brief, one bay to be designed so it can be utilised as a double height storage area with ease of access considered.
The design and construction of this portal frame forms part of this scope of works, please note that should the Contractor put forward a suppliers for this element of the contract , you will be expected to examine approve and oversee any and all proposals from the Main Contractor (in consultation with the Contractor's supplier, (if required) in relation to the design and construction of the Appliance Bays. Substructure design - the load bearing capacity to be suitably designed and constructed to take all the requirements of the proposed structure for the Appliance Bays itself, including design of main concrete slab/plinth and connections points to same. (M&E requirements for this building - some ducting and utilities will need to be brought across from the existing building to serve the new structures, the available electrical load from the existing building must be assessed for suitability to take on the extra electrical load of the new structures – this forms part of this brief).
- **Extension to the front of the existing Appliance Bays. (4 Bays – see drawing BFS-ZZZ-L00-DR-CCAD-AR-0100)**
- **Training Tower** - (tower itself supplied and installed by others – specialist)
Substructure design – foundation, platform/floor and connection design forms part of this brief. Design loads and required Information will be supplied by the specialist supplier and installer. Some Electrical design is required to the tower. Again, electrical supply to be from the existing main fire station building. Other utilities may be required.
- All associated external and site development works to facilitate these additional structures/buildings, again noting that the location for the Works is on the site of the current

premise. Diversion of services may be required please allow for the design of same.

Civil & Structural Consultant to procure the following, on behalf of the Client,

- More detailed site topographical survey
(One completed by others, but if the C&S consultant requires others for detailed design)
- Site Investigations as deemed necessary by the Consultant to advance detailed foundation/substructure design & associated costing.

ARCHAEOLOGY NOTE

Please note as the site is adjacent to a site of archaeological importance - suitable site investigations will be required in areas where any excavation occurs. (procuring this on behalf of the Client forms part of this brief). This needs to be under the supervision/in consultation with the City Archaeologist. Any requirements set by the Archaeologist as a result of any significant findings will have to be taken into account in the design and construction of this development.

FORM OF CONTRACT

The form of agreement and conditions of contract will be the “**PUBLIC WORKS CONTRACT FOR MINOR WORKS, BUILDING AND CIVIL ENGINEERING WORKS - DESIGNED BY THE EMPLOYER**”, published by the Department of Finance, dated 01st May 2024 PW-CF5 v.2.8

While the intent of the contract is to have cost certainty for the Employer, the form of contract used provides for the possibility of some changes to the original scope of works and contract duration. Each professional discipline mentioned as part of this scoping document must include in their tender amount adequate provision for such change in scope and programme of the works.

CURRENT PROJECT STATUS [June 2026]

The Design Team is being procured apart from Architectural Services which are provided in-house.

2. THE SERVICES

- 2.1. The Schedule of Services hereunder are set out in compliance with the main stage structures of Schedule B of the Conditions of Engagement for Consultancy Services (Technical) published by the Department of Finance (the Services Contract).
- 2.2 The general services to be provided shall include the following: Full Structural and Civil Engineering, Building Services Engineering, Fire Engineering Services, PSPD and Assigned Certifier for new construction works.
Please bear in mind the limited size of the design works and proposed contract size.
- 2.3 The lead consultant of the consultancy team being procured will not be a separate appointment.
- 2.4 The lead consultant will be identified and will be responsible for the performance of the appointed consultancy team, (sub-consultants). Collateral Warranties will be required from the sub- consultants.
- 2.5 The lead consultant identified in the consultancy team procured will be the point of contact for the Architect/ER/Client and will be responsible for the performance of the other professionals providing the services that form part of this procured team. It is anticipated that the lead consultant will be the Structural Engineer, however, a suitable professional from another discipline may assume the role and responsibility of lead consultant for this

procured team.

2.6 The required services shall be provided for stages (ii) to (v) inclusive, that is from whole stage (ii) Part 8 Planning, Detailed Design through to whole stage (v) Handover of Works (inclusive of DLP).

2.7 The Preliminary Programme is as follows:

Stage (i)	Preliminary Utility Enquires – if required	3 months	
Stage (ii)	Scheme Design, Part 8	5 months	
Stage (iii)	Tender Action, Evaluation and Award	6 months	
Stage (iv)	Construction Stage – depends on the Contractor programming the specialist suppliers in succession.	12 months	
Stage (v)	Handover, Certification, and Final Account Defect Liability Period	12 months	

This timescale is subject to change; Tenderer to allow for this possibility and be able to deal with such a request.

2.8 The appointed consultants will have to satisfy themselves that the above Preliminary Programme is reasonable and achievable.

NOTE

Scope of Services required.

The service provided from each professional service required is to include the following (note this list is not exhaustive)

Generally, stages (ii) to (v) apply, and all services to be consistent with the standard scope of services as set out by the relevant professional institution are to be provided as required.

Please bear in mind the limited scope of the design works, proposed contract size and construction timeframe to construct same.

3. DETAILED DESCRIPTION OF TECHNICAL SERVICES REQUIRED STRUCTURAL AND CIVIL ENGINEERING SERVICES

3.1 Services for Stages (ii) to (v) Inclusive of DLP.

- 3.1.1 Liaison with any Local Authorities and public bodies with regard to water, drainage, gas, electricity, communications, traffic management and the like. If its required.
- 3.1.2 Consult with any local or other authorities on matters of principle in connection with the civil and structural design of the Works. Advise the Employer of requirements of various utilities including review of utility connection agreements and ensure all agreements are in place to allow the works to progress on programme.
Check in this instance if the electrical supply etc required to the new Appliance Bay, the extended Appliance Bay and the Training Tower can be facilitated through the current supply from the Main Fire Station building
- 3.1.3 Provide detailed drawings, **SITE SPECIFIC** specifications, schedules and other documentation to be in hard and soft format.
- 3.1.4 Provide for necessary laboratory testing as may be required.
Any required additional SI outside of the Topo and GPR already completed to be procured (on behalf of the client) see also Archaeology note above.
- 3.1.4.1 Continuous liaison of design services with PSDP throughout course of project. Please note PSDP forms part of this tender.
- 3.1.5 Carry out value engineering exercises as appropriate.
Attend Design Team Meetings/workshops throughout design stage. Please note that these may need to be in person meetings, so allow for same.
- 3.1.6 Ensure all planning conditions are noted and incorporated into tender package.
- 3.1.7 Ensure pre and post construction works drainage CCTV surveys are allowed for in the tender package; ensure CCC manhole/gully spec is incorporated into the tender documentation.
- 3.1.8 Ensure all Uisce Eireann (UE) specification requirements are detailed and included for in the detailed tender package. Also ensure relevant UE applications are submitted if required.
For this development - all services should be within the site itself, so this may not be required. It will be your responsibility to determine whether there is a requirement or not.
- 3.1.9 Provide full design consistent with government public works contracts ahead of tender.
Full design to include sub-structures; portal frame design including external cladding and double storey storage bay as mentioned earlier. Include design input on any additional structural requirements necessary for the construction of the Appliance Bays (new and extended) /Training Tower. Also manage structural requirements that might arise due to the mechanical & electrical package, (up and over doors to the Appliance Bay and the requirements of same must also be considered when designing the structure and the services).
Include for boundary treatment and ground retaining structures; site development works including roads, footpaths, road gullies, drainage channels etc and required utilities and utility services diversions if required, along with any reinstatement of external surfaces/finishes.
- 3.1.10 Provide all statutory requirements with regards to Building Control Regulations - BC(A)R - certification, design process (note assigned certifier forms part of the tender) including provision of Ancillary Certificates and Preliminary Inspection Plan for all elements of the works relating to the civil & structural engineering package.

3.2 Stage (i) Preliminary – Outline Proposal

3.3 Stage (ii) Design – Scheme Design

- 3.3.1 Sub-Stage (ii a) Scheme Design
- 3.3.2 Prepare structural and civil engineering design information required for Part 8 submission
- 3.3.3 Complete utility applications that maybe required for this proposed development.
- 3.3.4 Please liaise with all shareholders, if required.
- 3.3.5 Prepare/advise /answer all queries regarding the proposed Part 8 Documents as required by the Design Team Lead/ER,
- 3.3.6 Sub-stage (ii b) Detailed Design / Building Regulations
Attend design team meetings/workshops.
Develop detailed designs including drawings and site-specific specifications, reinforcement schedules, substructure, and specification, structural designs and civil engineering layouts including underground services design and specification of all services brought to and from existing electrical supply/meter box, if required. The Appliance Bays and Training Tower design requirements and oversight form part of this Tender. See Description of the Works/Services.
- 3.3.7 Sub-Stage (ii c) Production Information
- 3.3.4 Prepare structural and civil engineering design information ready for tender action / construction. This will include, drawings, specifications and all relevant Procurement Documents required for tendering under the Capital Works Management Framework for Minor Building and Engineering Works designed by the Employer. Drawings and details prepared at Tender stage cannot be altered post tendering process. Documents must be detailed adequately in accordance with the standard required for PUBLIC WORKS CONTRACT FOR BUILDING WORKS DESIGNED BY THE EMPLOYER
- 3.3.5 Review detailed designs in coordination with the ER, as required. (Including design by others/specialists)
- 3.3.6 Prepare/advise /answer queries regarding the proposed Tender Documents as required by the Client.

3.4 Stage (iii) Tender Action, Evaluation, Award

- 3.4.1 Respond to any applicable queries during tender period.
- 3.4.2 Assist in Tender assessment, including reviewing tender for specialists including any design elements
- 3.4.3 Attend Pre-Contract meetings with apparently successful tenderers to review any items the Contractor may be required to provide prior to contract signing. Review proposed programme for the Works.
- 3.4.4 Coordinate and advise on any matters relevant to recommendation and appointment of the Contractor, including identification of possible structural and civil engineering savings required to maintain the Employer's budget.
- 3.3.6 Prepare any additional information necessary for the information of the Contractor to enable the Works to be carried out. This may include updates on designs due to queries during tender process.

3.5 Stage (iv) Construction Stage

- 3.5.1 Amend all Works Requirement documentation as required following tender process, i.e. any post tender clarification.
- 3.5.2 Adjudicate on any Value Engineering Proposals/ Specialist Supplier Design submitted by the contractor and advise ER; providing design input if required.
- 3.5.3 Review pre-construction works drainage CCTV footage/report.

- 3.5.4 Attend Site Progress Meetings with the contractor and design team throughout the construction stage.
- 3.5.5 Provide such attendance and supervision of works on site as required to troubleshoot items as they arise and ensure the works are in compliance with the works requirements; including the Works required to be carried out by the contractor for the specialist/suppliers and installers of the Training Tower and (Appliance Bays if undertaken by a supplier and installer on behalf of the Contractor).)
- 3.5.6 Review and advice temporary works design certification as required.
- 3.5.8 Provide all statutory requirements with regards to BC(A)R certification, construction stage including inspection as required of all elements of the works relating to the civil & structural engineer's package to facilitate provision of Ancillary Certificates for the construction stage.
- 3.5.9 Provide drawings and specifications as required to support any change orders during construction.
- 3.5.10 Advise QS on interim valuations.
- 3.5.11 Advise ER on contractor's claims and report on any claims regarding the civil & structural package.
- 3.5.12 Ensure sign-off is achieved on any contractor's proposals, to include requirements for taking in charge by third-party utility companies, local authority departments
- 3.5.13 Prepare a defects-list for the (Engineering) works and issue to the Employer's Representative prior to Substantial Completion. Provide design advice to the ER in assessing the Appliance Bays and the Training Tower connections, structures etc during construction and nearing/on completion.

3.6 Stage (v) Handover, Certification and Final Account (including Defects Liability Period)

- 3.6.1 Review and sign-off of contractor's underground services as-built packages.
- 3.6.3 Review post-construction works drainage CCTV footage/report.
- 3.6.5 Prepare a list of any civil & structural defects prior to substantial completion and pursue rectification of all such defects in good time during the defects period. This is to include any such defects evident from the installation of the Training Tower and Appliance Bay.
Liaise with Employer's Representative regarding post occupancy defects issues.
- 3.6.6 Carry out a review of the works at end of Defects Period stage, list and pursue rectification of any latent/unattended defects.

4 DETAILED DESCRIPTION OF TECHNICAL SERVICES REQUIRED BUILDING SERVICES ENGINEERING

4.1 Services for Stages (i) to (v) inclusive

- 4.1.1 Provide detailed drawings, **SITE SPECIFIC** specifications, schedules and other documentation to be in hard and soft format. Soft format drawings to be in AutoCAD 2014 and PDF format. Autodesk Revit would also be desirable.
- 4.1.2 Continuous liaison of design services with PSDP throughout course of project.

4.2 Stage (i) Preliminary

- 4.3 Provide advice and design solutions to the Design Team. The client has specific requirements for the Appliance Bays and Training Tower, generally Lighting, Water, data points, Charging points/Trickle charger for vehicles. Heating design to be included for.
Rugged internal lighting inside the Training Tower and floodlights on outside at staged locations which will not interfere with its use as a training tower.
However, these requirements may be added to, so please also allow for this.

Please allow for assessing the existing electrical supply of the existing Fire Station Building and assess whether this is capable of taking the electrical requirements/load of the proposed Appliance Bays and Training Tower to be included in your design input and package.

4.3 Stage (ii) Design – Scheme Design

4.3.1 Substage (ii a) Scheme Design

Attend design team meetings/workshops.

4.3.2 Sub-stage (ii b) Detailed Design / Building Regulations

4.3.3 Carry out value engineering exercises as appropriate.

Attend Design Team Meetings/workshops throughout design stage.

4.3.4 Develop detailed designs of building services of the approved scheme design, including drawings and specifications. This is a small scope due to the limited M&E requirements for the Appliance Bays and Training Tower.

Advise on how design improvements from an energy point of view can be made to the proposed buildings/structures.

4.4 Sub-Stage (ii c) Production Information

4.4.1 Prepare services engineering design information ready for tender action / construction. This may include drawings, specifications, specialist documentation for Works or supply (as required) and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer.

4.4.2 Review detailed designs in coordination with the Client. Any changes to the requirements of the structures are at the discretion of the Client, because as the design evolves the Client's requirements may change.

4.4.3 Answer queries raised by the Client regarding the proposed Tender Documents.

4.5 Stage (iii) Tender Action, Evaluation, Award

4.5.1 Respond to any queries during tender period.

4.5.2 Assist in tender assessment, particularly regarding specialists proposed for building services works and supply.

4.5.3 Prepare any additional information necessary for the information of the Contractor to enable him to carry out the Works. This may include updates on designs due to queries during the tender process.

4.6 Stage (iv) Construction Stage

4.6.3 Amend all Works Requirement documentation as required following tender process, i.e. any post tender clarification.

4.6.4 Attend regular meetings with the Contractor and the design team to review progress and quality of works.

4.6.5 Liaise with any building specialists employed by Works Contractor for supply or works to ensure the Client's brief is adhered.

4.6.6 Attend for the duration of the construction of the Works, the relevant site meetings in order to monitor that the Works are being executed generally. Undertake such additional site visits as are necessary to ensure that certain stages of the works are in compliance with the design drawings e.g. building services especially where there are specialist/contractor's supplier and installers please coordinate the M&E design requirements with these sub- contractors.

- 4.6.7 Provide all statutory requirements with regards to BC(A)R certification, construction stage including inspection as required of all elements of the works relating to the Building Services engineer's package to facilitate provision of Ancillary Certificates for the construction stage.
- 4.6.8 Provide drawings and specifications as required to support any change orders during construction.
- 4.6.9 Advise QS on interim valuations.
- 4.6.10 Advise ER on contractor's claims and report on any claims regarding the building services package.
- 4.6.11 Ensure sign-off is achieved on any contractor's proposals including that require for taking in charge by third-party utility companies, local authority departments
- 4.6.13 Prepare a defects-list for the Building Services Works and issue to the Employer's Representative prior to Substantial Completion.

4.6 Stage (v) Handover, Certification and Final Account (including Defects Liability Period)

- 4.7.1 Liaise with Employer's Representative regarding post occupancy defects issues.
- 4.7.2 Liaise with Employer's Representative and Employer regarding defects at the end of the Defects Liability Period to ensure that defects are addressed in accordance with the Contract and instructions given to the Contractor.

5.0 DETAILED DESCRIPTION OF STAGE TECHNICAL SERVICES REQUIRED FIRE CONSULTANT SERVICES

5.1 Services for Stages (ii) to (v) Inclusive

- 5.1.1 Provision of project specific drawings, specifications including design details and other documentation to be in hard and soft format. Soft format drawings to be in pdf format.
- 5.1.2 Continuous liaison of design services with PSDP & Design Team as required throughout course of project.
- 5.1.3 All related drawings & details and Fire Safety Certificate Application if so required.

5.2 Stage (ii) Design – Scheme Design

5.3 Sub-Stage (ii a) Scheme Design

5.4 Sub-stage (ii b) Detailed Design / Building Regulations

- 5.4.1 Attend design team meetings and provide Fire Safety design and advise and direct on all fire safety elements forming part of the proposed development.
- 5.4.2 Prepare a Fire Safety Certificate application, including all relevant drawings and supporting documentation, demonstrating that the proposed development complies with the requirements of Part B (Fire Safety) of the Second Schedule to the Building Regulations 1997 to 2024.

5.5 Sub-Stage (ii c) Production Information

- 5.5.1 Prepare fire safety design information ready for tender action / construction, including detailed drawings, specifications, specialist documentation for Works or Supply as may be required and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the employer.
- 5.5.2 Advise Design Team on how the requirements of the fire safety compliance reports (TGD PART B Compliance) are to be incorporated into the design; along with the FSC requirements,

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- review and produce details as required.
- 5.5.3 Provide Ancillary Certification of Design for Part B Regulations (fire) in the context of the new BC(A)R Building Control Regulations.
- 5.5.4 Provide a preliminary inspection plan for inclusion in the tender.
- 5.5.5 Review detailed designs in coordination with Design Team and approve/sign-off relevant construction details specific to TGD Part B e.g. Fire stopping, cavity barriers, fire door specification etc.
- 5.5.6 Answer queries raised by Design Team regarding the proposed tender documents. Review, clarify and produce specifications as required for all details and specifications relating to fire / TGD Part B etc.

5.6 Stage (iii) Tender Action, Evaluation, Award

- 5.6.1 Respond to any queries during tender period.
- 5.6.2 Complete tender assessment, particularly regarding specialists proposed for building fire services works and supply.
- 5.6.3 Attend pre-contract meetings with apparently successful tenderers to review any items the Contractor may be required to provide prior to contract signing. Review proposed programme for the Works.
- 5.6.4 Preparing any additional information necessary for the information of the Contractor to enable him to carry out the Works. This may include updates on designs due to queries during tender process.

5.7 Stage (iv) Construction Stage

- 5.7.1 Amend all works requirement documentation as required following tender process.
- 5.7.2 Attend regular meetings with the contractor and the design team to review progress and quality of works as appropriate.
- 5.7.3 **Carry out site inspections as required in order to comply with requirements under BC(A)R.**
- 5.7.4 **Provide such attendance and supervision of works on site as required to troubleshoot items/details as they arise and ensure the works are in compliance with the works requirements. Site visits to ensure all relevant details are adequately recorded and carried out including but not limited to inspection of fire door installation, glazing, fire barriers / stopping etc.**
- 5.7.5 **Provide Inspection Reports associated with site inspections. Fire Consultants to ensure adequate record keeping of all site visits re. potential contractor claims etc.**
- 5.7.6 Liaise with fire specialist services specialists employed by works contractor for supply or works and the like.
- 5.7.7 Attending, for the duration of the construction of the Works, the relevant fortnightly site meetings in order to monitor that the Works are being executed generally in accordance with the contract and instructions given to the Contractor. **Fire Consultant to ensure all fire requirements are satisfactorily carried out in accordance with the FSC.**
- 5.7.8 Such additional site visits as are necessary to ensure that certain stages of the works are in compliance with the design drawings e.g. fire services.
- 5.7.9 Prepare a defects-list for the Fire Services works and issue to the Employer's Representative prior to Substantial Completion and follow up on the completion of snags by Contractor.
- 5.7.10 Issue Ancillary Certificate of Compliance upon completion.
- 5.7.11 Troubleshoot / Compile as built information if requested for inclusion in the Safety File.

5.8 Stage (v) Handover, Certification and Final Account

- 5.8.1 Liaise with Employer's Representative regarding post occupancy defects issues.
- 5.8.2 Liaise with Employer's Representative and Employer regarding defects at the end of the defects liability period to ensure that defects are addressed.
- 5.8.3 Prepare and coordinate the provision of building fire safety information to the Client/Building Owner in accordance with the requirements of **TGD Part B, Section 0.9 – Requirement to Provide User Information** and Regulation B12.

This shall include:

Identification and documentation of all active fire safety systems incorporated within the building, such as (but not limited to):

- Fire detection and alarm systems
- Emergency lighting systems
- Automatic suppression systems (e.g. sprinklers)
- Smoke control systems
- Any ancillary equipment or devices activated by these systems

Preparation or coordination of a comprehensive Fire Safety User Information Pack for handover at project completion, containing:

- System descriptions and intended operation in the event of fire
- Operating procedures for occupants and responsible persons
- Inspection, testing, and maintenance requirements
- Interfaces between systems where applicable

Ensuring that all information provided is:

- Specific to the installed systems within the building
- Clear, accessible, and suitable for use by the building owner or operator
- Aligned with the objective of enabling the building to be operated and maintained in a manner that protects occupant health and safety

Liaison with the design team, specialist contractors, and commissioning agents as necessary to collate and verify accurate system information

6.0 DETAILED DESCRIPTION OF STAGE TECHNICAL SERVICES REQUIRED PROJECT SUPERVISOR DESIGN PROCESS

6.1 Services for Stages (ii a) to (v) Inclusive

- 6.1.1 All duties of Project Supervisor Design Process as required under this contract and by law. Be part of the liaison with the Client and any appointed person/s with responsibility for this development.
Be part of the liaison with any Local Authorities, public bodies and utilities with regard to all planning issues, conservation, archaeology, fire, health and safety, water, drainage, gas, electricity, communications, traffic management and the like.
Provision of drawings specifications and other documentation to be in hard and soft format. Soft format drawings to be in pdf format.

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Designer's Risk assessment for all works are required - assess, comment and ensure completion

Carry out all works in accordance with procedures as set out in the Capital Works Management Framework documents as set out by Department of Public Expenditure and Reform website Constructionprocurement.gov.ie.

6.2 Stage (i) Preliminary – Outline Proposal lodge AF1

6.3 Stage (ii) Design – Scheme Design Note:

6.4 Sub-Stage (ii a) Scheme Design

- 6.4.1 Review detailed designs from all design consultants, including any specialists or suppliers of the approved scheme design, including drawings and specifications and advise accordingly to ensure compliance with H&S guidance and requirements.

6.5 Sub-stage (ii b) Detailed Design / Building Regulations

- 6.5.1 Review detailed designs from all design consultants including any specialists or suppliers of the approved scheme design, including drawings and specifications and advise accordingly to ensure compliance with H&S guidance and requirements.

6.6 Sub-Stage (ii c) Production Information

- 6.6.1 Prepare design information ready for tender action / construction. This will include Preliminary Health and Safety Plans etc. for tendering under the Capital Works Management Framework for Works designed by the employer.
- 6.6.2 Review programme and detailed designs in coordination with client

6.7 Stage (iii) Tender Action, Evaluation, Award

- 6.7.1 Attend pre-contract meetings with apparently successful tenderers to review any items the Contractor may be required to provide prior to contract signing. Review proposed construction programme and Safety Statement of the preferred tenderer and Safety Plan for the Works
- 6.7.2 **Assess to competence of proposed Main Contractors PSCS competency and prepare assessment report to the client, stating approval where appropriate .**
- 6.7.3 Attend tender assessment panel.

6.8 Stage (iv) Construction Stage

- 6.8.1 Coordinate the appointment of the PSCS and collateral agreements
- 6.8.2 Attend regular meetings with the client on same as required.
- 6.8.3 Attending, for the duration of the construction of the Works, the relevant fortnightly site meetings in order to monitor that the Works are being executed generally in accordance with the contract and instructions given to the Contractor. Prepare a report for each meeting.
- 6.8.4 Such additional site visits as are necessary to ensure that certain stages of the works are in compliance with H & S regulations.

6.9 Stage (v) Handover, Certification and Final Account

- 6.9.1 Prepare, in conjunction with the Contractor (in PSCS capacity), the handover of the Safety

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File for the works to the Employer, including collation of structural information, sub-contractor's drawings, as-built drawings etc, Please ensure that this is to be submitted by the contractor in good time before the date of Substantial Completion, for your review.

7.0 DETAILED DESCRIPTION OF STAGE TECHNICAL SERVICES REQUIRED ASSIGNED CERTIFIER

7.1 Services for All Stages (i) to (v) Inclusive

- 7.1.1 Liaison with the Employer/Building Owner, Cork City Council and any appointed person/s with responsibility for this development, as required.
- 7.1.2 Liaison with the Design Team Lead Consultant Cork city Council Architects and any appointed person/s with responsibility for this development, as required.
- 7.1.3 Liaison with the appointed Design Certifier, as required
- 7.1.4 Liaison with any Local Authorities and public bodies regarding all planning issues, conservation, archaeology, fire, health and safety, water, drainage, gas, electricity, communications, traffic management and the like, as required.
- 7.1.5 Consulting any local or other authorities on matters of principle in connection with the civil and structural design of the works.
- 7.1.6 Continuous liaison with PSDP throughout course of project as required
- 7.1.7 Attend regular meetings with the Design Team and Contractor with regard to progress and quality and prepare interim reports on same as required
Act as Assigned Certifier as identified in the Building Control Amendment Regulations 2014 (S.I 9) and compliance with the Code of Practice for Inspecting and Certifying Buildings and Works including amendments and alterations in force at the time of tender.
- 7.1.8 The Design Certifier and the Assigned Certifier are separate appointments.
- 7.1.9 The appointed Design Certifier and the Assigned Certifier shall comply fully with the requirements of the above Regulations and Code of Practice and submit all documentation in the required format.
- 7.1.10 The Design Certifier shall submit a Design Certificate with the Commencement Certificate. The Design Certifier shall also be responsible for the completing the submission of ancillary certification for those elements that are not designed at commencement stage.
- 7.1.11 The Design Certifier is to liaise with the Assigned Certifier during the course of the works and prepare any documentation required to record any changes to the works that may have to be submitted with the Certificate of Compliance on Completion.
- 7.1.12 The Design Certifier is required to provide a Design Certificate and is required to co-ordinate any ancillary certificates scheduled in the Commencement Notice.
- 7.1.13 The Design Certifier shall assist the Design Team at pre-tender stage in identifying ancillary design certificates to be provided by the Works Contractor.
- 7.1.14 The ancillary design certificates to be provided by the Works Contractor are listed in the pre-qualification questionnaires and the Works Requirements.
- 7.1.15 The Design Certifier shall satisfy himself as to the adequacy of ancillary design certificates supplied by Works Contractors, Specialist Works Contractors, suppliers or designers.
- 7.1.16 The Assigned Certifier shall complete and submit the Undertaking by Assigned Certifier with the Commencement Notice.
- 7.1.17 The Assigned Certifier, in consultation with the Design Team and Design Certifier, shall prepare the Preliminary Inspection Plan and set out testing requirements, all to be included in the Works Requirements.
- 7.1.18 The Assigned Certifier shall set out the schedule of ancillary certificates which will be relied upon when signing the Certificates of Compliance upon Completion, as set out in the Sixth Schedule to the Building Control (Amendment) Regulations 2014. This schedule shall be included in the Works Requirements.

- 7.1.19 The **Assigned Certifier** shall inspect and shall co-ordinate the inspection of others during construction, and shall certify the building or works on completion, or part of building or works on completion as appropriate.
- 7.1.20 The **Assigned Certifier** shall liaise with the Building Control Authority as required by the Authority.
- 7.1.21 The **Assigned Certifier** shall seek advice from the Building Control Authority in respect of compliance matters where disputes or difference of opinion arise.
- 7.1.22 The **Assigned Certifier**, in consultation with the Design Team and Design Certifier, shall review and comment on the Preliminary Inspection Plan and associated testing requirements, all as included in the Works Requirements.
- 7.1.30 The **Assigned Certifier** shall inspect the works and co-ordinate the activities of ancillary certifiers to meet the requirements of the Inspection Plan.
- 7.1.23 The **Assigned Certifier**, in conjunction with the Works Contractor and the Design Team, shall develop the Inspection Notification Framework out of the Inspection Plan.
- 7.1.24 Carry out all works in accordance with procedures as set out in the Capital Works Management Framework documents as set out by Department of Public Expenditure and Reform website Constructionprocurement.gov.ie.
- 7.1.25 Maintain records of inspection for 6 years, and make available these records to the Employer upon request
- 7.1.26 On termination or relinquishment of this appointment make available to the Employer all certification prepared, and inspections carried out.

8.0 DETAILED DESCRIPTION OF STAGE TECHNICAL SERVICES REQUIRED BY STAGE

Stage (I) Preliminary – Outline Proposal

Stage (ii) Detailed Design

Stage (iii) Tender Action, Evaluation, Award

Stage (iv) Construction Stage

- 8.1.1 The Assigned Certifier shall inspect and shall co-ordinate the inspection of others during construction, and shall certify the building or works on completion, or part of building or works on completion as appropriate.
- 8.1.2 The Assigned Certifier shall liaise with the Building Control Authority as required by the Authority.
- 8.1.3 The Assigned Certifier shall inspect the works and co-ordinate the activities of ancillary certifiers to meet the requirements of the Inspection Plan.
- 8.1.4 The Assigned Certifier, in conjunction with the Works Contractor and the Design Team, shall develop the Inspection Notification Framework out of the Inspection Plan
- 8.1.5 The Assigned Certifier shall carry out all duties of the Assigned Certifier in accordance with Building Control (Amendment) Regulations 2014 and Code of Practice for Inspecting and Certifying Buildings and Works 2014.
- 8.1.6 The Assigned Certifier shall attend as required, for the duration of the construction of the Works, the relevant fortnightly site meetings in order to monitor that the Works are being executed generally in accordance with the contract and instructions given to the Contractor.
- 8.1.7 Such additional site visits as are necessary to ensure that certain stages of the works are in compliance with the design drawings, specifications and all other relevant documentation in accordance with the duties of the Assigned Certifier.

8.2 Stage (v) Handover, Certification and Final Account

- 8.2.1 Certification of works in accordance with duties of Assigned Certifier in accordance with Building Control (Amendment) Regulations 2014 and Code of Practice for Inspecting and Certifying Buildings and Works 2014
- 8.2.2 Maintain records of inspection, for a minimum of 6 years, statement (Note; a 'person' also includes a company).

Definitions

The definitions here are taken from the Code of Practice associated with S.I.9 of 2014.

- 'Ancillary Certificates' means a certificate of compliance of elements of the building, design or works with the building regulations, and 'Ancillary Certifier' means a person proposed to issue such a statement (Note; a 'person' also includes a company);
- 'Assigned Certifier' means the competent person so assigned, in accordance with the Building Control Regulations.
- 'Builder' means a competent builder appointed, for the purposes of the Building Control Regulations, by the owner, to build and supervise the works.
- 'Building Control Authority' means a local Authority to which Section 2 of the Building Control Act 1990 applies.
- 'Building Control Regulations' means the building Control Regulations 1997 to 2014
- 'Building Regulations' means the Building Regulations 1997 to 2014 and future amendments to them.
- 'Certificates of Compliance' means certificates of compliance as defined in the Building Control Regulations 2014.
- 'Code of Practice' means the 'Code of Practice for Inspecting and Certifying Buildings and Works', February 2014 related to S.I. No. 9 2014.
- 'Commencement Notice' means a notice referred to in Section 6(2) (k) of the Building Control Act 1990.
- 'Competent Person': a person is deemed to be a competent person where, having regard to the task which he/she is required to perform and taking account of the size and /or complexity of the building or works, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.
- 'Compliance' means that the relevant building or works have been designed to achieve the
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objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1) a, b, and e, of the same Act; and that the relevant building or works have been constructed to achieve the objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1)a, b, and e, of the same Act.;

- 'Construction' includes the execution of works in connection with buildings and any act or operation necessary for, or related to the construction, extension, alteration, repair or renewal of a building: and 'construction' shall be construed accordingly.
- 'Design' includes the preparation of plans, particulars, drawings, specifications, calculations and other expressions of purpose according to which the Construction, extension, alteration, repair or renewal concerned is to be executed: and 'designed' shall be construed accordingly.
- 'Design Certifier' means the person who signs the Certificate of Compliance (Design);
- 'Inspection' has the meaning set down in the relevant sub-sections of Section 7 of the Code of Practice.
- 'Inspection Notification Framework' or 'INF' has the meaning set down in Section 7.3 of the Code of Practice.
- 'Inspection Plan' has the meaning set down in Section 7.1 of the Code of Practice.
- 'The Minister' means the Minister for the Environment, Community and Local Government.
- 'Works' includes any act or operation in connection with the Construction, extension, alteration, or renewal of a building.

Appendix 1 – Geotechnical Requirements

Complete geotechnical design input including any and all ground investigation requirements for this project to be fully in line and in accordance with Eurocode 7 Geotechnical Design (ISEN 1997), inclusive but non exhaustive of (BS EN 1997-1, BS EN 1997-2). Civil and Structural geotechnical designer to satisfy themselves completely that any and all necessary ground investigation and design requirements including any and all site investigation/testing/sampling and ground investigation reports are specified and procured in order to facilitate the completion of all the geotechnical design required on this project.

It is wholly the responsibility of the Civil & Structural Lead Consultant to ensure that all information required for the completion of the geotechnical design is ascertained in a timely fashion, so as to avoid any associated/adverse effect in the project programme.

Any and all ground investigation requirements to meet Eurocode 7 and Engineers Ireland guidance 'Specifications and related documents of the ground investigation in Ireland, 2nd edition 2016' or the most up to date version if revised before the time of the geotechnical design. Civil & Structural consultant to ensure appropriate level of supervision for any and all ground investigation works in line with Eurocode 7, Engineer Ireland guidance and best practice