



DTP-2025 Developed Design (Stage 2a)

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1. Introduction

1.1 Application

This Practice Note forms part of the **Design Team Procedures -5th Edition 2025**.

It sets out the reporting requirements for the delivery of Stage 2a the **Developed Sketch Design Stage** and also gives guidance on the process required to develop the design and accurately cost the option agreed

The Design Team Procedures [5th Edition 2025] and any associated Practice Notes (published at www.education.ie) apply to all schools construction projects funded in part or in total by the Department of Education & Youth unless otherwise stated

1.2 Management/Co-ordination of Stage

The Design Team Leader will be the Architect (unless otherwise stated). The Design Team Leader's duties include overall Management /Coordination of the Project Stage and Programme including ensuring that any information, communications documentation and/or reports are channelled through the Design Team Leader

In addition, the Design Team Leader is required to ensure effective communications between the relevant DT disciplines, and where such communications or responses are not effective implement corrective action including client notification (if required)

1.3 DoEY Cost Control procedures

The Design Team are also required (individually and collectively) to read and comply with the **DTP-2025 Cost Control Procedures** (available at www.education.ie).

1.4 Objectives

The Design Team objectives for Stage 2a Developed Design are to:

- Develop the design and accurately cost the option agreed with the Client (and the Department) at Stage 1 which best meets the design (architectural and engineering and Health & Safety), educational, and economic requirements of the project.

1.5 Project Progression

Once a Design Team has been appointed, the project should be progressed expeditiously to the completion of Stage 2b i.e. the preparation of Tender Documents (unless otherwise instructed by the Department).

The Design Team is required to meet the delivery targets set at tender and appointment stage and the Detailed Project Programme agreed with the client and the Department. See also **Design Team Procedures - 5th Edition 2025** - Performance Assessment

2. Developed Sketch Design

2.1 Intrusive surveys (existing buildings)

In normal circumstances intrusive surveys should not be necessary. However, in special circumstances further investigation may be required to satisfy the Design Team as to the detailed scope and nature of the works, such that when detailed design is commenced, the works can be fully described and specified (**P.C. sums and provisional sums are not permitted**).

Where such intrusive surveys are required, the nature and extent of the investigative surveys will have been signalled at the Pre-stage 1 meeting and a maximum allowance for such works agreed.

No prior authorisation is required from the Department as long as the total cost of such intrusive surveys does not exceed the amount agreed at the Pre-Stage 1 meeting, and the appropriate procurement procedures below are followed.

The relevant consultant should seek quotes from at least 5 suitable firms (detailing the scope of the work (including making good where appropriate).

National Procurement Thresholds:

- **Works** Less than €200,000 (Ex Vat) – Direct invitation seeking a minimum of 5 written tenders from interested competent contractors
- **Works Related Services** Less than €50,000 (Ex Vat) - Direct invitation seeking a minimum of 5 written tenders from interested competent consultants
- On receipt of these written tenders (fax & e-mail are acceptable), if the lowest suitable price is such that the Design Team (as a group) is satisfied that all intrusive surveys can be completed within the maximum amount agreed, the relevant Design Team member may proceed to appoint that firm on behalf of the client.
- The cost of necessary intrusive surveys within the agreed limit will be borne by the Client and funded by the Department of Education and Skills on receipt of an invoice sent through the Design Team leader to the Client/Department with a cover note from the Design Team Leader recommending payment on the basis that the work has been satisfactorily completed and the appropriate procurement process was carried out for the work.

Where the total cost will exceed the agreed amount the Design Team Leader (Architect) should seek authorisation from the Department through the client for such expenditure prior to appointment.

Where detailed and/or intrusive surveys are either not possible or the results are inconclusive, as part of the presentation at the Stage 2a Stakeholder meeting, the Design Team may request (with justification) an adjustment to the cumulative limit to the Authority of the Employer's Representative to make change orders during the Construction Stage, subject to a maximum cumulative limit not exceeding 2% of the overall Contract Sum.

2.2 H&S Risk Assessment

In developing the sketch designs Designers must ensure that Health and Safety is considered at all times. All designers must both individually and collectively identify any hazards and risks that may arise, and address and resolve all health and safety issues identified at Stage 1.

As in Stage 1, where possible, the 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 Project Supervisor Design Process [PSDP].

Designers should refer to the current Health and Safety guidance published on the Health and Safety Authority website www.hsa.ie. Designers must also comply with the Design and Management Requirements of the **most up to dates Safety Health and Welfare at Work (Construction) Regulations**, also available at www.hsa.ie. This HSA website should be checked regularly for updates.

As with Stage 1, where any such hazards and risks present any insurmountable H&S issues such as to make the project unviable, the DT are required to notify the Client who in turn must notify the Department (see **Design Team Procedures 5th Edition 2025 - Project Viability**)

2.3 Developed Sketch scheme

The Developed Sketch Scheme should evolve from the option agreed at the Pre-Stage 1 meeting and agreed with the Client on completion of Stage 1. It must not vary substantively in design, form, layout or area from that previously agreed proposal.

It should consider all aspects of the developed design in an integrated manner. In particular, where a project is being undertaken on an existing school site, the Developed Sketch Scheme needs to have due regard for the day-to-day operation of the existing educational facilities and the implications for the proposed construction programme, including phasing, state examinations, temporary accommodation, etc.

The sketch scheme shall at all times comply with the written Project Brief (and any agreed amendments), the agreed Schedules of Accommodation, the approved cost limits, and all other applicable Department Technical and Design Guidelines [available at www.education.ie under Technical Guidance].

As required at Stage 1, the Building Services and structure must be so designed as to ensure the efficient distribution of services in a cost effective and flexible building, and the materials and method of

construction should be appropriate to the design and to the cost limits. Materials should be durable and low-maintenance and appropriate to the function.

2.4 Cost Review

A more detailed cost review should now be carried out to ensure that the project will not exceed the cost limits (including any amendments to the cost limits agreed). See also **DTP-2025 Cost Control Procedures**.

In particular the **Basic Building Cost, External Works Allowance** and the cost allowances for **Fixed Furniture** and associated Fittings, **Abnormal Works**, and **Work to Existing** agreed at the Pre-Stage 1 meeting must not be exceeded.

The approved cost may be adjusted in line with amendments to the BBC published on the Department's website www.education.ie.

Where cost difficulties, not previously agreed, arise in developing the agreed scheme, the Design Team must notify the Client who in turn must notify the Department (see **Design Team Procedures - 5th Edition 2025 - Brief Changes**.) prior to proceeding with the completion of Stage 2a.

A final Stage 2a check on project viability should be carried out by the Design Team.

On completion of Stage 2a, and prior to Client consultation, the Design Team should be satisfied that the design proposals (including works to existing buildings) as developed can be constructed safely within the area and cost limits previously agreed.

2.5 Stage 2a Stake-holder Meeting

As soon as the Design Team has reasonable certainty that the Stage 2a design (and associated cost information) will be substantially complete in time for the pre-arranged Stage 2a meeting, the Design Team Leader (through the Client) should confirm that date and time set for the meeting (or if necessary, arrange an alternate date).

At this meeting the Design Team will present the design proposals, cost implications and any other relevant issues.

- The Client and their Design Team should ensure that sufficient information is available to fully explain the developed design and should have copies of the relevant information available for distribution at the meeting.
- The appropriate level of information is that appropriate to a Stage 2a report (see below) including electronic presentations, drawings, specifications and supporting information as required. Distribution copies can be A3 as long as they are legible and one copy of any large drawings is available if required.
- The Design Team should also ensure that all relevant issues are raised at this meeting which will affect the progression of the project through to completion of Stage 2b.
- Where the Design Team considers that the services of a Clerk of Works are required, this should be raised at this meeting. The request should include the circumstances which justify the need, whether full or part-time, the hours required per week and the anticipated contract duration. A Clerk of Works is not normally required on every project. **[The appointment of a Clerk of Works does not relieve the Design Team of its post contract control responsibilities as defined in the conditions of engagement.]**
- Where adequate information is provided at the meeting, the project issues and constraints can be discussed, and agreement can be reached to progress to Statutory Approvals and the preparation of Tender Documents (Stage 2b) without delay (with an interim Stage 2a summary report to the client).
- The Client and/or Department may also make comments and suggestions which should be taken into consideration as the project progresses. Any agreed amendments to the proposals arising from this meeting should be incorporated into the project documentation prior to completion of Stage 2a.
- The design team should provide details/updates on the intended Whole Life Carbon Assessments for the project including the use of the CWMF Cost Control and Carbon reporting templates, incorporating the International Cost Management Standards (ICMS3).
- The design team should provide details/updates on the options for inclusion of Green Public Procurement initiatives within the various stages of design

- The design teams should provide details/updates on the incorporation of Building Information Management (BIM Modeling) throughout the stages of design
- The design teams should provide details/updates on risk management throughout the lifecycle of the building project.

The meeting outcome (minutes) will be a record of the outcome and (if applicable) a list of suggestions/comments for consideration prepared by the Department and issued at the meeting.

Where adequate information is not provided and agreement to progress cannot be arrived at, the Design Team will be asked to develop the project further and re-convene the meeting when such information is available. The process will be repeated until a satisfactory outcome can be achieved. (see also **Design Team Procedures 5th Edition 2025 - Performance Assessment.**)

2.6 Stage 2a Report

Once the Stage 2a Stakeholder meeting has taken place and agreement has been reached to progress to Stage 2b and all agreed amendments to the proposals arising from that meeting have been incorporated, the Design Team need to prepare a Stage 2a (summary) Report. This report will be substantially the same information and documentation provided at the Stage 2a meeting and that needed for Statutory Approvals

The report should be prepared and assembled by the Design Team Leader in consultation with the other Design Team members (including the Project Supervisor Design Process) and with contributions from those other Design Team members where appropriate.

The main report should be brief, typically 15 – 20 pages long (in A4 Portrait format), with drawings of sufficient scale to show the necessary information attached as an appendix. It should contain an Executive Summary, and a report from each Consultant all bound as a single document. The report and all attachments must be labelled, with the document or drawing title and the Stage number clearly visible.

The report will typically follow the following format:

- A short summary of the project brief (including approved amendments) and the decisions agreed at the Pre- Stage 1 meeting together with any variations to the brief since then.
- An update on Project viability with a summary of project cost compared to the last agreed project cost limits including any cost variations
- An updated Project Programme (including the Construction programme) indicating the time (in weeks) required by the Design Team for each of the remaining stages compared with the Project Programme agreed at the Pre-stage 1 meeting.
- The Architect Section:
 1. Brief written commentary on how the Developed Design considers all aspects of the developed design in an integrated manner (within area and cost limits) and (if applicable) how the existing school will continue to operate including any implications for Health and Safety, the proposed construction programme, traffic management, phasing, state examinations, temporary accommodation, etc.
 2. For **work to existing**, definitive proposals for the essential remedial/ alterations works agreed at Stage 1 with written commentary on how the existing educational facilities will continue to operate during construction (as above)
 3. Brief Health & Safety report on any residual hazards and risks and the measures being taken to eliminate, mitigate or control those hazards/risks.
 4. Confirmation that the building configuration and site location/orientation meet the Department's technical guidance documents on passive solar energy design and natural ventilation.
- The Civil Structural Engineer's Section:
 1. The Traffic management plan for the school taking into account the additional traffic which will be generated on completion of the project.
 2. Report on the Civil/Structural Engineering proposals for the building and the site, (including main drainage and water-main layouts) and how they facilitate the safe and economic construction of the project.

3. Reference to how the design of the structure ensures the efficient distribution of services in a cost effective and flexible manner.
- The Building Services Engineer (M&E) Section:
 1. Commentary on any design developments/changes that have occurred particularly (i) any variations from that agreed at Stage 1 Report and (ii) any cost sensitive items
 2. Detailed description of the proposed mechanical and electrical systems including existing system capacities.
 3. Details of the thermal performance of the building design.
 4. A control strategy section outlining the method of control and operation of all of the proposed services. This should be particularly detailed with respect to the heating and lighting services.
 5. Completed TGD006 Energy Information Form
- The Quantity Surveyors' Section:
 1. A report on the cost implications of the developed Sketch Design with particular reference to any cost sensitive items (arising during Developed Sketch Design). Any increased or additional costs should be accompanied by a detailed explanation and justification with supporting evidence from other Design Team members as required.
 2. Completed Cost Plan (the Department's standard Cost Plan form must be used), both hard copy and electronically. All data entries in the Cost Plan Form must be completed, together with outline specification notes
 - (i.) The Cost Plan shall include an itemised list and description of the extent, scope and cost of all abnormal works and works to existing buildings as agreed at the Planning & Development Meeting. Costs arising from anticipated Planning or Fire safety Certificate conditions should be included.
 - (ii.) Work to existing buildings must be costed separately with the relevant floor area clearly identified and the cost of this work analysed by reference to this floor area.
 3. A reconciliation between the Cost Plan and the Outline Cost Plan (produced at Stage 1) including explanation of any deviations. If the scope of abnormal works or other costs exceed that previously agreed, a detailed explanation must be provided
- A Completed Area Re-reconciliation Sheet (using the Department's Template) with both Stage 1 and Stage 2a areas listed
- Details on the status of the incorporation of Green Public Procurement Initiatives within the design
- Details on the status of the Whole Life Carbon assessments including drafts of the CWMF WLC templates
- Details on the Status of the Building Information Modelling implementation on the project

The Appendixes will typically include:

- Architectural:
 1. **Site Plan (with North point) to not less than 1:500 scale** showing site boundaries, building, boiler-house, sub-station, full site development, including contours, finished levels, entrances, roads, paths, parking, play areas, external yard and all utilities including foul and surface water drainage.
 2. **Dimensioned floor plans to 1:100 scale** indicating the layout of furniture and equipment. The area of all spaces together with the space names in accordance with the Schedule of Accommodation must be indicated. The **north point** and the direction of the prevailing winds shall also be indicated. (For existing buildings highlight sections where work will be carried out and clearly show any alterations and amendments.)
 3. **Dimensioned sections and elevations to 1:100 scale** showing floor and ceiling levels, the structure, window openings and the main services routes. The pitch of the roof shall be indicated.
 4. **Roof Plan to 1:100 scale.** Roof pitch or falls to be indicated including location of rainwater outlets, etc.
 5. **Sections to 1:50 scale through selected portions of the building** illustrating the proposed method of construction, natural lighting and ventilation, integration of services, finishes, etc.

- Civil/Structural:
 1. **General arrangement drawings, (including plans, and sections of the buildings to a suitable scale not less than 1:100)**, indicating Civil/Structural Engineering proposals for the building and the site, including main drainage, water-main layouts, parking, roads and auto-tracking
- Building Engineering Services:
 1. **Drawings to not less than 1:100 scale indicating the heating services, hot and cold water, ventilation services, soil and waste services (above ground), lighting and general electrical services including ICT.** The proposed ceiling finishes shall be indicated by way of a symbol on each room and an explanatory legend on all layout drawings. Equipment positions and associated services routes shall be indicated. Primary services distribution sizes should be detailed.
 2. **Sections (2 minimum) to 1:50 scale (through the full building) in the most heavily serviced areas.** These sections should include all of the M&E services distributions i.e. both primary and secondary and all equipment relative to the areas indicated, along with the ceiling tile type, service ducts and access to same. The interaction between the building form, the structure and the services must be clearly shown
 3. **Schematic layouts including controls for the heating, hot and cold water, gas, main power distribution and ventilation services** including ventilation fans and ducts from fume cupboards (where applicable).
 4. **A services distribution drawing** indicating the proposed services distribution strategy/zones as developed from Stage 1
- **A Site Plan to not less than 1:500 scale** showing the site services

The Design Team are required to submit the completed report to the Client and discuss it in detail with the Client making sure that its contents are fully understood and its recommendations fully supported.

The Client and the Design Team must also be satisfied that the project can be constructed safely within the area and cost limits and that the project complies with the brief requirements (including any amendments thereto).

The Design Team should send a soft copy of the report to the Department for information purposes.

The Design team should proceed to Stage 2b as soon as the Developed Sketch Designs and Stage 2a Report have been signed off (in writing) by the Client (unless otherwise instructed by the Department)