



# DTP-2025 Preliminary Design (Stage 1)

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## 1. Introduction

### 1.1 Application

This Practice Note sets out the requirements for the delivery of Stage 1 the **Preliminary Design Stage**. It also gives guidance on the steps to be taken to establish and analyse all constraints, develop a preferred option and ensure that the preferred option is the best option for the delivery of the brief.

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

The **Design Team Procedures [5th Edition March 2025]** and any **Associated Practice Notes** (published at [www.education.ie](http://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 is required (individually and collectively) to read and comply with **DTP-2025 Cost Control Procedures** (available at [www.education.ie](http://www.education.ie)).

### 1.4 Objectives

The Design Team objectives for Stage 1 Preliminary Design are to:

- Review all information provided whether as part of the brief or otherwise and satisfy themselves that the project is viable.
- Establish and analyse all site factors and constraints which may impact on the location for the proposed works and the design and cost implications of each viable option/location
- Where the project is in part or in total the repair/replacement of a building element(s), or a refurbishment project, to fully determine the scope and extent of the works necessary
- Exclude impractical and unviable options/locations, collaboratively explore and assess the remaining options/locations available for meeting the project brief, and demonstrate by comparison with the other options, that the recommended option achieves an acceptable balance between the design (architectural, engineering and health & safety), educational, and economic requirements of the project.
- Establish and present the options in relation to Whole Life Carbon Assessments for the project including intended use of the CWMF Cost Control and Carbon reporting templates, incorporating the International Cost Management Standards (ICMS3). The templates are for mandatory use on all new capital works projects (commencing stage 1) from 1<sup>st</sup> January 2024
- Establish and present options in relation to the incorporation of Green Public Procurement within the stages of design with the requirement of implementing GPP throughout the design stages and in particular up to stage 3 and the Contractor tender process
- Establish and present options in relation to the incorporation of Building Information Modelling within the stages of design with the intention of implementing the process throughout the design stages to project completion
- Establish and maintain a Risk management process throughout the lifecycle of the Construction project.

## 1.5 Project Progression

In normal circumstances (i.e. unless otherwise instructed by the Department) 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). In particular the Design Team is required to meet the delivery targets set at tender and appointment stage.

**Immediately** on appointment and within 2 weeks a draft **Detailed Project Programme** **must** be prepared by the Design Team Leader in consultation with the rest of the Design Team. (Refer to **Design Team Procedures 2012 4th Edition**).

This programme will detail a number of con-current actions by the Design Team members each of which must be progressed simultaneously. Once this draft detailed Project Programme has been agreed, the Design Team Leader should confirm the date and time set for a Pre-Stage 1 meeting, or if necessary, arrange an alternate date. (See also **Design Team Procedures 4th Edition 2025 -Performance Assessment**.)

## 1.6 Review of Brief

Depending on the Project, the brief may be well-defined (with an existing Site analysis or Feasibility Report) or limited to a schedule of Accommodation and cost limits. Whether the Brief is well defined (as for Primary and Post-Primary School Projects) or not, the Design Team [DT] are required to review all the information provided (including any drawings or Technical Reports from any source) and satisfy themselves that the information presented is substantially correct and that where the information is not accurate that such inaccuracies will not materially affect the viability or cost of the Project.

The Schedule of Alterations to existing Accommodation (if applicable) and provisional schedule of essential remedial works (if applicable) are both based on the presumption that such alterations and remedial works are economically viable in relation to the equivalent new build cost and that no insurmountable Health and Safety issues pertain.

Where the Design Team is satisfied that some or all of the information provided is not accurate and that such inaccuracies will materially affect the viability or cost of the Project, including the possibility that the Schedules of New Accommodation and the Schedule of Future Use for Existing Accommodation will have to be re-assessed, the Design Team are required to notify the Client who will in turn notify the Department.

A Design Team should ensure that its proposal(s) work within the boundaries of the site available for the school. Where this is not technically possible the Design Team are required to notify the Client who will in turn notify the Department under the procedures for Project Viability (**Design Team Procedures 5th Edition 2025**). Note that any request for additional land to be acquired must be fully justified by a detailed technical submission indicating why the red line site will not suffice.

**Design Teams should never enter negotiations to acquire additional lands or even the option to acquire either on behalf of the Department or a Patron without first receiving permission from the Department of Education and Youth to do so.**

## 2. ASSESSMENT OF SITE AND LOCATION SUITABILITY

### 2.1 Site Factors & Constraints

Concurrently with the review of the brief the Design Team need to start their investigation of the site and site constraints. The objective behind these site investigations and surveys is to determine the constraints which may impact on the location for the proposed works and the design and cost implications of each viable option/location. This information will also be used during the preparation of the Tender Documents and will be supplied as Additional Information to the Tendering Contractor.

It is not necessary to achieve absolute certainty - the level of information required is such as to:

- Allow an evaluation of the location options and determine the applicable costs for each option with reasonable accuracy and certainty
- To quantify the risk (of unforeseen ground conditions, underground services etc) so that a later decision can be made as to whether to then transfer that risk to the Contractor

**The level and extent of such investigations (whether listed below or not) is a matter for the Design Team and will vary from project to project.**

No prior authorisation is required from the Department as long as the Total cost [Cost threshold] of all such investigations does not exceed **€50,000 (Incl Vat)** (or such other amount stated in the Briefing documents), and the appropriate procurement procedures below are followed.

Ground Penetrating Radar, CCTV inspections should only be carried out where the information cannot be reasonably obtained by other means and where (in the case of Ground Penetrating Radar) the ground conditions are suitable. {The depth range of GPR is limited by the electrical conductivity of the ground. As conductivity increases, the penetration depth decreases. Good penetration is achieved in dry sandy soils or massive dry materials such as granite, limestone, and concrete. In moist and/or clay-laden soils and soils with high electrical conductivity, penetration is limited.}

## 2.2 Procurement of Investigations and Surveys

All investigations/surveys should (where possible) be tendered at the same time and as early as possible. Where an Investigation/Survey is required (see below), the relevant consultant should prepare tender documents (using the **Public Works Short Investigation Contract** where appropriate) and seek a minimum of 5 quotes in writing or by email (from suitable consultants – see above) The terms and conditions should include a warranty as to the accuracy of the Investigation/ Survey but not the interpretation. Compliance with National and EU procurement Thresholds is required in relation to the procurement process:

### 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

The lowest suitable tender must then be considered in the context of the Investigations/Surveys Cost Threshold and the other investigations/surveys being carried out. If the Design Team is satisfied that all the investigations can be carried out within the cost threshold, they may proceed to appoint that firm(s) on behalf of the client.

The cost of necessary investigations/surveys within the Investigations/Surveys Cost Threshold will be borne by the Client and funded by the Department 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 of all investigations will exceed (or is likely to exceed) the relevant Investigations/ Surveys Cost Threshold the Design Team Leader (Architect) should seek authorisation from the Department through** the client for such expenditure prior to appointment of any survey/investigation company.

## 2.3 Sub-soil Investigations

As a general principle the Design Team should ensure that reasonably detailed information is available on the sub-soil conditions for the recommended location. Unless detailed information already exists on the ground conditions for the particular location or possible site locations, and where a location is otherwise suitable for the new building and may be selected as the preferred location, the Civil/Structural Engineer should arrange to have a Site Investigation carried out on those location(s).

**The Site Investigation is a critical path element, and the procurement process needs to be carried out as soon as possible.** In many instances the Design Team will not know (with any certainty) the best location for the building/extension. It is in part the site investigation results which will determine this.

If there is more than one realistic option for preferred location the initial investigation should be limited to the information required to assess the viability of those locations. In such a case a further and more detailed investigation will be required to confirm the recommendations of the Design Team. Consequently, the invitation to tender should be framed by the Civil/Structural Engineer so as to provide for an initial investigation in a number of locations with provision for more detailed trial holes/bore holes to achieve a higher level of certainty once a preferred location has been determined.

The Civil/Structural Engineer (or where there is no Civil/Structural Engineer, the Design Team Leader) should prepare the tender documents and obtain tenders (as above) or a determined number of trial holes (exact locations to be determined) in 2 separate site visits (as paragraph above)

- Ground contamination should be included in the scope of works where a desk study reveals this possibility (see below).
- The terms and conditions should include a warranty as to the accuracy of the locations of the holes/bores and the factual findings, but not the interpretation and findings

## 2.4 Topographical Survey

The purpose of such a survey (if required) is to assist in the assessment of the relative suitability of particular locations and the applicable abnormal costs.

- Where the relative levels, inverts/cover levels and/or eaves/roof levels of existing buildings are required to assess the relative suitability of particular locations or location, to set the building level, or necessary for the Planning submission a Topographical Survey should be undertaken.
- Where the proposed or suitable building location(s) is (are) substantially level or verifiable without recourse to a topographical survey, and the exact invert/cover levels are not necessary for the assessment of the location and setting the building level, no topographical survey should be carried out.

If a survey is needed the **Design Team Leader** should seek tenders detailing the scope of the work and the level of detail required using the same procedure as above. If the 5 site investigation firms have the capacity to carry out topographical surveys, the topographical survey can be included as part of the work.

Where an internal building survey or detailed external surveys (such as elevation surveys) are required, this shall be included as part of the scope of work of the Topographical Survey. The surveys shall be in digital format, and the Client/Department shall own the survey data.

As with the site investigation, the lowest suitable tender **must be considered** in the context of the Investigations/Surveys Cost Threshold and if the total cost is within that limit, the Design Team Leader may proceed to appoint that firm on behalf of the client.

## 2.5 Existing Services

The **Civil/Structural Engineer** is expected to carry out a desk-top study and site inspection to identify the location size and capacity of the existing water supply, surface water and sewage disposal and the likely additional requirements for the project.

Where the location, size and capacity of existing services cannot be identified (with reasonable certainty), the **Design Team Leader** in consultation with the **Civil/Structural Engineer** may seek tenders for a survey to locate those services from at least 5 suitable firms detailing the scope of the work and the level of detail required (using the same procedure as for site investigations above). If the 5 topographical survey firms have the capacity, the above survey can be included as part of the scope of work

The **Building Services Engineer (Mechanical & Electrical)** likewise is expected to carry out a desktop and site inspection to identify the availability, location and adequacy of electricity, gas, telephone, T.V. services and broadband. As above, if the location cannot be determined (with reasonable certainty) a survey may be undertaken (if possible, using the same firm as above). In such instances the tender requirements should be prepared by the Building Services Engineer (M&E) and given to the **Design Team Leader/ Civil/Structural Engineer** for inclusion in the tender documents (as above)

## 2.6 Archaeology, Special Conservation areas, protected structures/ etc

The **Architect or Design Team Leader** is expected to carry out a desk top study of the likelihood that Archaeological artefacts may be located on the site or proposed building location or that the site may be part of a conservation area or contain protected structures.

Where such a possibility exists the Architect and DT shall investigate further to determine, where possible, the impact and cost of such site restrictions on the possible site locations.

Where the Architect has information to indicate that Archaeological items of value may be located on the site or proposed building location, the Architect should consult a suitably qualified archaeologist to assess the scope of archaeological services required.

Where the scope of service is limited, he/she may negotiate a fee for those services. Where the scope is more extensive (e.g. where investigative work is required), he/she should obtain fixed price quotations from a minimum of 3 Archaeologists for that defined scope of service together with an hourly/daily rate for additional unforeseen services.

Where in the view of the Architect there is reasonable cause to engage an Archaeologist and where the total cost of the archaeological advice and the likely cost of any investigative work is within the Investigations/Surveys Cost Threshold, the Architect may proceed to engage that Archaeologist as a sub-consultant to the Architectural firm and to seek prices for the necessary investigative work (complying with the written archaeological advice). The same procedure for tender evaluation as above should be used.

As a general principle, where there is a reasonable risk that items of Archaeological interest may be located on the site, appropriate site investigations should be carried out to eliminate or mitigate that risk up to and including an enabling contract to resolve any archaeological issues.

## 2.7 Scope of essential Work to Existing Buildings

Where the Project Brief include the evaluation of one or more existing building(s), or where a Schedule of Alterations to existing Accommodation and/or a provisional Schedule of essential Remedial works is provided with the brief, the Design Team need to make a careful evaluation of those existing building(s) identified in the Brief and in particular the elements requiring remedial works. This task is part of the standard scope of consultancy service.

The objective of this evaluation is to confirm the accuracy and completeness of the Briefing information provided and also to determine whether the accommodation proposed in the brief can be retained in that building cost-effectively.

The evaluation shall be in a written format with the evaluation criteria clearly indicated. The Evaluation should normally include an assessment of the following:

- The condition of the major building elements (e.g. roof, windows, mechanical and electrical, etc.) and the level of maintenance carried out by the Client.
- Compliance with universal access requirements
- The extent and scope of essential remedial and/or replacement Works with an economic appraisal of possible solutions taking into account design life.
- The availability, location and adequacy of access for construction, and any other Health & Safety implications
- The Health & Safety implications of work to an existing building including whether the building should remain in occupation during construction work.
- Consideration of how the works can be carried out while maintaining the building function in operation (if applicable), and where alternative accommodation is unavoidable, the extent and duration of decanting required
- Whether Planning Permission and/or DAC/Fire Certificate will be required
- Any other factors relevant to the building(s) being assessed, and
- The cost implications of all the above (see **DTP-2025 Cost Control Procedures**)

The evaluation criteria for the particular elements shall include an assessment of the viability of the remedial works in the context of Health & Safety, the overall condition of the building and the relative condition of other elements.

If the Design Team is satisfied that, the proposed alterations and/or remedial works are not viable in the context of Health & Safety, the overall condition of the building the relative condition of other elements, or Cost, the Design Team are required to notify the Client in accordance with the procedure for **Project Viability** in the Section 2 of the **Design Team procedures 5th Edition 2025**.

## 2.8 Consultation with Statutory Authorities

As with Site Investigations and Archaeology, consultation with the Statutory Authorities **is a critical path element** and should be carried out as soon as possible after appointment.

The **Architect/Design Team Leader** should consult with the relevant **Local Authority Planning Section** to determine what constraints if any apply to the particular project and to ascertain the likely conditions which may apply.

Likewise, the **Civil/Structural Engineer** should meet with **Roads Engineer** and **Drainage Section** to ascertain the likely conditions which may apply and provide this information to the other Design Team members so they can determine whether these conditions will affect the Project Viability (refer to **Design Team procedures 5th Edition 2025**)

Where the Design Team is aware (either from the above consultations or otherwise) that particular conditions are likely to apply (and are justifiable), these conditions (not affecting the project viability) should be included in the design proposals and cost planned either as part of the Basic Building Cost, External Works Allowance, or Abnormal Works as applicable (refer to **DTP-2025 Cost Control Procedures**).

Additional Design Team work including revision to design proposals arising from Planning, Fire Certificate or DAC conditions which should have been foreseen at Sketch Design stage are deemed to be part of the scope of service and not a change to the Conditions of Engagement.

## 2.9 Traffic management

Having carried out a desk-top study, visited the site, and consulted with the Roads Engineer for the Local Authority, the **Civil/Structural Engineer** shall prepare a **Traffic management plan** for the school taking into account the additional traffic which will be generated on completion of the project.

This plan shall take into account the Department's Design Guidelines, the national Smart Travel Plan, and the Local Authority requirements. The plan's objective shall be to encourage pedestrian, cycle and bus travel and minimise vehicular traffic to and from the site. In particular the plan should discourage on site parking (other than for Staff as identified in the relevant Department's Design Guidelines). Where required the **Civil/Structural Engineer** shall undertake a **Road Traffic Survey**.

## 2.10 Greenfield Sites

Where the site (or a portion of the site) is a green-field site or has recently been purchased, the Design Team in communication and co-operation with the Client and/or the Department should check the conditions of sale for burdens, wayleaves, and particular conditions. In all cases the site boundaries should be confirmed.

# 3. Preliminary Design

## 3.1 H&S Risk Assessment

Each Design Team member (and the Design Team as a whole) must consider Safety in the design at the earlier possible moment during the design of the project

All the briefing information provided needs to be assessed and any hazards and risks pertaining to the project noted. This will include potential dangers to the school pupils, staff and visitors as a result of work taking place near to, or within areas where educational services are being provided

These hazards should where possible be eliminated or the risk reduced through design, choice of location, phasing, programming of works, etc. This is best carried out at this stage. Where these hazards and risks cannot be eliminated early provision should be made for control of those risks.

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 Planning and Building Unit (see **Design Team Procedures 5th Edition 2025 - Project Viability**)

All Design Team members should individually and collectively record the design risk assessment process carried out at each design stage of the Project and the decisions based on those risk assessments and provide to the PSDP a copy of those written records.

## 3.2 Options for meeting the project brief

Having identified and recorded the site factors and constraints (as above), the Design Team are now in a position to exclude a number of options for the layout and location of the building project on site. The excluded locations and the reasons for their exclusion should also be recorded for later inclusion in the summary Stage 1 report

The remaining options/locations should now be assessed collaboratively by the Design Team to determine which option achieves the best balance between the design (architectural, engineering and health & safety), educational, and economic requirements of the project.

It is recommended that the major site issues (e.g. Traffic Management, H&S, access to services, external site layout, and capacity for expansion) be accorded a high level of importance.

Likewise, locations/options which minimise work to the existing (whether internal or external) or other abnormal costs should be seriously considered. (An independent building - not connected to the existing - is preferred to a linked arrangement requiring substantive alterations/upgrades to that existing building)

At this stage the Design Team will have one or more viable options which all to a greater or lesser extent meet the brief requirements.

### 3.3 Initial Sketch Designs

Outline sketch design proposals (in compliance with the brief and area limits) should be prepared for these options sufficient to identify the relative merits, demerits and costs applicable to each option. The area of each option and the applicable abnormal costs (if any) should be identified at this stage.

The circulation routes should be considered so that the circulation will work effectively if the building is further expanded. The building services (M&E) and other services routes should be so positioned as to allow for such expansion without major disruption to the fabric of the building.

Where the project is an extension to an existing school/building, the overall circulation on the site, and within the existing buildings, shall also be considered.

A proposed location for the Contractor's compound and a safe methodology for access and egress of Construction traffic must form part of the sketch proposals

In the context of both safety and durability, the Design Team should consider the choice of materials and methods of construction carefully and make preliminary choices which will ensure that the building is easy to build and safe (both during construction and in use).

The Design Team should **integrate sustainability** into the building design (within the cost limits). Sustainable design priorities and goals should be defined and appropriate sustainable design strategies and performance standards to guide the design and decision-making process should be developed all in accordance with the Department's Design Guidance.

An initial cost review for each of these (otherwise viable) options should now be carried out. Design options with excessive cost should be excluded.

Arising from these initial design proposals and the cost review, a preferred option will emerge which achieves the best balance between the design (architectural, engineering and health & safety), educational, and economic requirements of the project.

[The reasons for the exclusion of the other otherwise viable options (not to be further developed) should be recorded for later inclusion in the Stage 1 report]

### 3.4 Pre-Stage 1 Stake-holder Meeting

At this point the Design Team is ready for the Pre-Stage 1 meeting.

- To ensure a productive meeting it is important that the Design Team has carried out the initial assessment of the project as above and is sufficiently informed of the constraints and issues including cost implications.
- For all viable options it is necessary to identify the total area and to list the abnormal costs for each option (together with the anticipated cost for each abnormal)
- Where adequate information is provided at the meeting, the project issues and constraints can be discussed, and agreement can be reached to develop a specific design option through to Stage 2a without delay (with an interim Stage 1 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]
- 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 2a.
- Where detailed intrusive surveys will be required (at Stage 2a), the nature and extent of the investigative surveys should be signalled and a maximum allowance for such works agreed

- The meeting outcome (minutes) will be a record of the preferred option, and (if applicable) a list of suggestions/comments for consideration prepared by the Department and issued at the meeting. (The date for the Stage 2a stakeholder meeting will also be confirmed).
- Where appropriate the project programme may be amended.

**Where adequate information is not provided and a preferred option 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 Design Team Procedures 5th Edition 2025 - Performance Assessment.)**

### 3.5 Development of Preferred option

The preferred option should now be developed (and amended if required) sufficient to confirm that the preferred option is capable of development to Tender stage in accordance with the written brief (and any agreed amendments), the agreed Schedules of Accommodation, and all applicable Department Technical and Design Guidelines.

A further Health and Safety review of the preferred option should also be carried out. Again, hazards should where possible be eliminated or the risk reduced through design, choice of location, phasing, programming of works, etc. Where these hazards and risks cannot be eliminated early provision should be made for control of those risks.

A more detailed cost review should now be carried out to ensure that the project will not exceed the cost and area limits (including any amendments to the cost limits agreed at the Pre-Stage 1 meeting). Lastly a final Stage 1 check on project viability should be carried out.

### 3.6 Stage 1 Report

Once the design has been developed as above, the Design Team shall prepare a Stage 1 (summary) Report to record the evaluation/assessment process and the design decisions taken, and to provide a written record (for audit purposes). It should be a brief summary report typically 10-15 pages long (in A4 Portrait format).

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 extent and detail of the report will vary from project to project, but will always include a review of the project brief and an assessment of its viability, an evaluation of the site location(s), an overview of the options, especially the preferred option, and an analysis of the cost implications both of the site and location factors and the design proposals being adopted.

In the case of refurbishment/ repair works it is necessary to include an evaluation of scope of essential Work to Existing Buildings with an assessment of the viability of those works within the scope of the brief in the context of the overall condition of the building and the relative condition of other elements.

It is not necessary to include or attach the Site Investigation/survey records, or other supporting documentation to the main report, but these documents must be assembled into a single bound document and retained in the Design Team Leader's office (for audit reasons)

The report will typically follow the following format:

- A short summary of the project brief (including approved amendments)
- A brief overall project viability assessment.
- A brief review of the site factors and constraints (including site conditions {both sub-soil and above ground}, archaeology, existing services, access, traffic management etc)
- Summary of the scope of essential remedial/ alteration works to existing buildings (within the scope of the brief)
- Short summary of consultations with the Statutory Authorities (and their requirements)
- Summary of Hazards and Risks, and measures to eliminate, mitigate and control such risks
- A review of the options for meeting the project brief:
  1. First the excluded locations and the reasons for their exclusion should be recorded.
  2. Next the remaining viable options which all to a greater or lesser extent meet the brief requirements listed with the relative merits and demerits (including cost implications) noted.

3. The reasons for the exclusion of the other otherwise viable options (not to be further developed) should be recorded
  4. The reasons for the selection of the preferred option
- Short account of the development of the preferred option (post Pre-Stage 1 meeting) including the general design concept and how it meets the brief within area and cost limits with a summary of the cost implications of the proposed design solution.
  - Location Plan, Site Plan, Block Drawings (Plans, Sections and Elevations) and thumbnail sketches (all on A4 or A3 sheets) sufficient to show the design concept (included in the body of the document).
  - Preliminary specifications describing materials and methods of construction
  - Summary of the proposed mechanical and electrical systems, the thermal performance of the building, the fuel strategy and the hot water strategy (including all existing systems and their capacities)
  - A4 or A3 Services distribution drawings indicating the proposed services distribution strategy/zones which will be developed as the design progressed
  - Preliminary completed TGD006 Energy Information Form
  - Written confirmation that the preferred option is capable of development to Tender stage within the agreed cost and area limits in accordance with the agreed Schedules of Accommodation, and Design Guidelines.
  - A Outline Cost Plan (using the Department's Outline Cost Plan Template) including detailed schedule of Abnormal Costs with each abnormal identified, justified, and cost planned
  - A Completed Area Re-conciliation Sheet (using the Department's Template)
  - Details of the intended Whole Life Carbon Assessments for the project including intended use of the CWMF Cost Control and Carbon reporting templates, incorporating the International Cost Management Standards (ICMS3).
  - Details in relation to the options for inclusion of Green Public Procurement initiatives within the stages of design with the requirement to implement and consider GPP throughout the design stages
  - Details on the incorporation of Building Information Management (BIM) within the stages of design with the intention of implementing the process throughout the design stages to project completion
  - Details of the risk register and risk management proposals and procedures throughout the lifecycle of the project.

The Design Team must 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 Design Team are not authorised to proceed to Stage 2a unless they are satisfied that the project complies with the brief, is in accordance with the recommendations made at the Pre-Stage 1 meeting and can be constructed safely within the area and cost limits. Approval should also be sought before proceeding to the stage. As soon as the Design proposals and Stage 1 Report have been signed off (in writing) by the Client the Design team should proceed to Stage 2a.**

A copy of the summary report should be sent into the Department for record purposes and to permit the payment of fees. (See also **DTP-2025 Fees and Fee Payments.**)