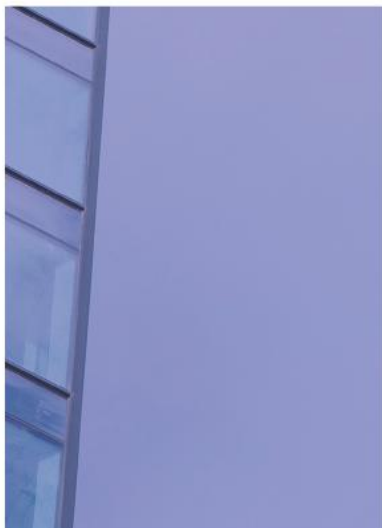
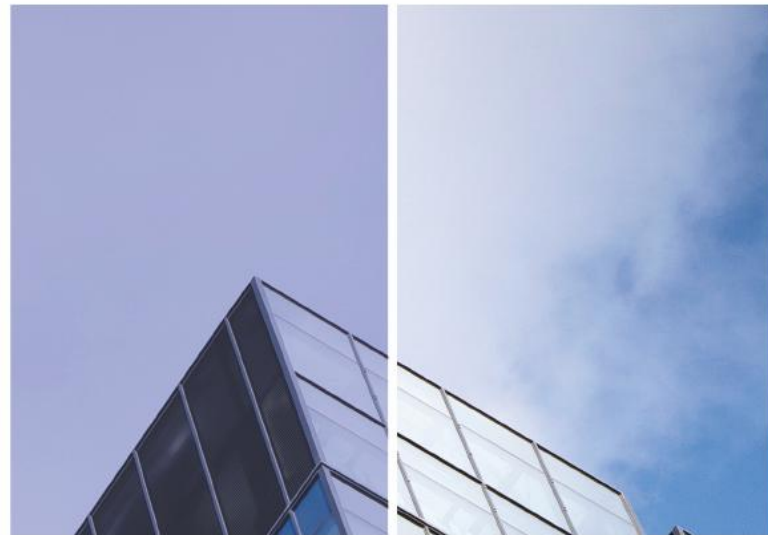




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Education and Training Board

Briefing Document - Deep Energy Retrofit

Date: 25/06/2026

**Tender for Architect & Design Team for the Energy
Upgrading of Mayo College of Further Education and
Training - Westport Campus, Newport Road, Westport,
Co. Mayo**



Briefing Document

Mayo College of Further Education and Training - Westport Campus – Location & Map



Address	MSLETB Further Education Centre Newport Road Westport Co Mayo
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Brief:

It is proposed to carry out a deep energy retrofit of Westport College to significantly improve the building's energy performance, reduce carbon emissions, and enhance overall occupant comfort. The project will target a minimum Building Energy Rating (BER) of A3/B1 and ensure full compliance with current Building Regulations.

The proposed works will include, but are not limited to, external wall insulation, internal insulation where required, upgraded windows and doors as necessary, heat recovery ventilation systems, lighting upgrades with smart controls, and the installation of a dual fuel or hybrid heating system incorporating natural gas and heat pump technology.

You are requested to submit a fee proposal for the following professional services. Please note that the Architect will act as Lead Consultant for this project and will be required to coordinate and integrate the input of a full multidisciplinary design team.

The appointed Lead Consultant shall include within their fee for the appointment and management of all necessary disciplines, including but not limited to Mechanical & Electrical Engineering, Structural Engineering, Quantity Surveying, Energy Consultancy, Project Supervisor Design Process, Assigned Certifier, Design Certifier and any other specialist services required to successfully deliver the project.

The Consultant shall also allow within their fee for the production of all necessary AutoCAD drawings, as no existing digital drawing information is available.

Architect Services:

The Architect shall act as Lead Consultant and shall be fully responsible for the procurement, appointment, co-ordination, and management of a multidisciplinary design team including Mechanical & Electrical Engineers, Civil & Structural Engineers, Quantity Surveyors, Energy Consultants, PSDP, Assigned Certifier, and other specialists as required. All services shall be included within a single fixed lump sum fee.

The Architect shall be responsible for assembling and managing the full design team and ensuring all disciplines are fully integrated to deliver a coordinated design that complies with current Building Regulations, NZEB standards and all statutory obligations.

The Architect shall undertake Stage 1 – Survey & Feasibility services, including measured building surveys, condition and structural assessments, evaluation of retrofit options, preparation of feasibility reports, lifecycle cost analysis, initial order-of-cost estimates, and review of SEAI grant and funding opportunities.

The project comprises a deep energy retrofit of the existing building, including (but not limited to):

- External wall insulation and associated façade work

- Internal insulation where required
- Flat Roof insulation upgrades
- Window & Door upgrades
- Upgrade of heating controls
- Air-to-water heat pump system, including associated radiator and pipework upgrades
- LED lighting upgrades and controls
- Heat recovery ventilation systems

The Architect shall ensure that clear energy performance targets are embedded within the design, including a minimum BER of B1 (with aspirational target of A3 where feasible), a minimum 40% reduction in energy demand, and a 75% reduction in carbon emissions, together with compliance with NZEB standards and airtightness requirements.

The Architect shall ensure full co-ordination and integration of all design inputs across all disciplines and shall be responsible for the overall design leadership of the project.

The Architect shall lead the preparation of co-ordinated design development, specifications, and full tender documentation in accordance with the project stages.

The Architect shall co-ordinate all surveys, investigations, and specialist reports required for the proper design and delivery of the works.

The Architect shall manage the entire main contractor tender process in full, including issuing documentation, responding to queries, issuing addenda, undertaking tender evaluation, providing recommendation for appointment, drafting correspondence including Letters of Intent, Regret and the Letter of Acceptance.

The Architect shall act as the Contractor Contract Administrator during the construction stage, including coordination of the design team and contract procedures.

The Architect shall carry out regular site inspections and monitor works for compliance with contract documentation, supported by relevant consultants.

The Architect shall provide regular client reporting throughout the project.

The Architect shall act as PSDP, with all duties included within the fixed fee.

The Architect shall chair meetings these include the following:

- 2 no. pre-tender client meetings
- Bi-weekly site meetings during construction

The Architect shall liaise with all stakeholders including the Client, design team, statutory bodies, and third parties.

The Architect shall co-ordinate all certification, including interim payment certification, practical completion, and final account certification.

The Architect shall ensure that all deliverables are produced in accordance with the project stages, including survey drawings, feasibility reports, design drawings, cost plans, tender documentation, and as-built and handover documentation.

The Architect shall be responsible for overall design co-ordination but not for the detailed design undertaken by specialist consultants.

All specialist consultants shall be appointed, managed, and coordinated by the Architect as Lead Consultant, and all associated costs and services shall be included within the fixed lump sum fee. The Architect shall be responsible for producing reports and updates to the Client as required

General & Additional to Above:

The Form of Contract will be the Standard Conditions of Engagement for Consultancy Services (Technical COE1) including the Template Schedule A and B, available at www.education.ie under School Design > Appointment of Consultants > Small Works and Small Devolved Projects (4th Edition, October 2021).

Please note where school/school authority is mentioned in any of the documents they are to be replaced with College/College authority.

Please pay particular attention to Technical Guidance Document TGD-007 Design Team Procedures for Small Works 7th Edition, October 2021 and any other relevant guidance documentation.

The Fee Proposal must be a fixed price lump sum fee (regardless of project budget) to include any other associated administrative/travel expenses to complete the project.

Consideration must be given when submitting a fee proposal that the site is an operational live site and disruption must be kept to a minimum. Please note these works are to be completed as soon as possible when the Centre is unoccupied. Works can be phased (subject to prior agreement with MSLETB) and the Centre is closed for 2-week periods in October and over the Christmas and Easter periods. All works are to be fully completed by July 2027.

Site visits are recommended and candidates can if they wish arrange a site visit by prior engagement with Jennifer Farrell (087) 067 9507 and John McManamon (089) 461 0953.