



**Comhairle Contae  
Dhún na nGall**  
Donegal County Council

## **PROJECT BRIEF FOR DESIGN TEAM SERVICES FOR NEW MUNICIPAL CEMETERY, LETTERKENNY, Co. DONEGAL**



## **PROJECT BRIEF**

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### **1. Introduction / Background**

Donegal County Council intend to procure an integrated Design Team Service led by an Architect or Civil Engineer to provide a full service to deliver a new municipal cemetery for the region for all faiths and none as the population of the County continues to grow. Letterkenny has been deemed to be the most suitable location as it is the largest population base and relatively centrally located.

In order to select a suitable site the Council embarked on a search of its own landbank as well as other potentially suitable lands in the vicinity of Letterkenny. The search also included an expression of Interest process and has yielded a suitable site which the Council now plan to develop for the intended use. The selected site is adjacent to the existing graveyard at Leck to the East. The land is shown on the previous page and comprises of 1.47hA (3.63 acres). The land is also favourably zoned as Community Education in the current County Development Plan and listed *as suitable for possible expansion to the existing graveyard if deemed appropriate.*

Part of the process also involved an extensive consultation process with the stakeholders to the project which included;

- The elected Members of the Council
- The Council executive including Planning & Heritage Sections
- Representative groups of the different faiths including the Indian Community Centre, Letterkenny Islamic Association, Donegal Intercultural Platform, Bahi Group Letterkenny, Somali Group, Ukrainian Community Support & the Interchurch Burial Group of traditional faiths.

Site visits to multi faith cemeteries in Derry City / Strabane District Council and Sligo Cemetery were also visited as part of the preliminary discussions.

### **2. The Project**

The Client invites tenders to undertake the Design, specification, procurement, supervision and overall project management of the following proposed works including but not limited to;

Construction of a municipal cemetery to include burial space for approximately 2,500 plots; memorial garden to include repositories / columbarium for ashes; reception/office admin building tbc; memorial service building with public toilets incl. connection to public

mains alternatively on site treatment; maintenance/operations/storage building and service yard; roof mounted solar panels on any buildings constructed where feasible, on site parking provision; and all associated landscaping and drainage works including storm water attenuation. Vehicular access and egress to the cemetery will be from Leck Road via a new entrance to the site. Pedestrian/cycle connection and integration with the new Southern Network Roads project.

The project requires the services of a design team with appropriate previous experience to lead the project through the five stages of the *Capital Works Management Framework* to develop the site including;

1. Stage (i) – Preliminary Design of the Scheme to be approved by stakeholders. Acting as the PSDP for this role.
  - Goal: Approval to proceed to the next Stage
2. Stage (ii) – Detailed Design & Statutory Approvals, incl. Part VIII Planning
  - Goal: Secure Planning Permission and develop the design to a stage where tender information can be produced, preliminary costs are established and a tender package is finalised to go to the market.
3. Stage (iii) – Tender Action, Evaluation and Award of Contract
  - Goal: Procure a main works contractor for the construction phase.
4. Stage (iv) - Construction / Implementation
  - Goal: Build the project in accordance with the contract, on time, and on budget with active supervision of quality, cost control and project risks through to substantial completion and handover. Signing off on BCARS as the Assigned Certifier
5. Stage (v) – Handover and management through the retention / liability period.
  - Goal: Formally close out the project and gather lessons learned. The management of the facility is also something that will need to be advised upon and guided through as part of the overall service in this contract.

See scope of Services Document for further information on services to be provided.

### **3. Project Vision / Guiding Principles**

The vision for the project is to design a state of the art facility which;

1. Creates an inclusive cemetery space welcoming to all faiths and none, reflecting the diversity of Donegals Communities and Traditions
2. Ensures equity, dignity and respect by providing equitable access to dignified burial with sensitivity and care
3. Comply with all relevant legislative requirements
4. Deliver a fit for purpose cemetery to meet the needs of all the people of the region.
5. Plans for the future through ongoing consultation and dialogue.

### **4. Provisional Programme**

An estimated project programme for the delivery of the project Design Team Services is included below.

| Municipal Cemetery Provisional Programme |                                                |        |        |        |         |        |        |
|------------------------------------------|------------------------------------------------|--------|--------|--------|---------|--------|--------|
| Timeframe                                |                                                | Nov-26 | Apr-27 | May-27 | Sept-27 | Dec-27 | May-28 |
| Ref:                                     | Item                                           |        |        |        |         |        |        |
| 1                                        | Appoint Design Team                            |        |        |        |         |        |        |
| 2                                        | Preliminary Design layout                      |        |        |        |         |        |        |
| 2                                        | Site Investigations, Surveys                   |        |        |        |         |        |        |
| 3                                        | Lodge Part VIII Planning Permission            |        |        |        |         |        |        |
| 4                                        | Secure Part VIII Planning Permission           |        |        |        |         |        |        |
| 5                                        | Complete \Detailed Design                      |        |        |        |         |        |        |
| 6                                        | Tender Action Evaluation and Award of Contract |        |        |        |         |        |        |