



Scope of Design Team Services

FOR

NEW MUNICIPAL CEMETERY, LETTERKENNY, Co. DONEGAL

DESIGN TEAM SERVICES FOR NEW MUNICIPAL CEMETERY, LETTERKENNY, Co. DONEGAL

Scope of Design Team Services

The following scope of services will be incorporated in the Consultancy Agreement on execution of the contract and should be read in conjunction with the Brief and the Standard Conditions of Engagement for Consultancy Services (Technical). The project stages are generally and briefly described as follows;

Stage (i) – Preliminary

Stage (ii) – Detailed Design

Stage (iii) – Tender Action, Evaluation and Award

Stage (iv) – Construction

Stage (v) – Handover of Works

Stage (i): Preliminary: Further define the specifics of the project, including a programme. Agree a preliminary layout with all stakeholders. Liaise with DCC Planning Section as required to identify, specify and procure specialist site surveys that may be required including but not limited to environmental, geological etc. Outline requirements for a municipal cemetery and liaise and agree same with all stakeholders. Determine the budget.

Stage (ii): Detailed Design: This stage will follow a step by step process through three sub-stages that progressively develop the design into drawings and other documentation that facilitates tendering and constructing the project.

- Scheme design
- Developed design/Working drawings & Specifications
- Tender documentation/Pricing Document (Bill of Quantities)

Scheme Design: The completion of this sub-stage will result in an outline design to meet the requirements set out in the outline project brief, design brief. This is to include attainment of all regulatory requirements including Part 8 planning permission by Donegal County Council, Fire Design Certificate and Disabled Access Certificate applications and any other necessary statutory consents that may be required.

The planning permission will be prepared, following consultation with all stakeholders on confirmation that the cost estimate is satisfactory and that the project is proceeding. The planning application will be a Part 8 application direct to Donegal County Council.

Developed Design/Working Drawings/Specifications: The completion of this sub-stage also involves the preparation and compilation of the various technical documentation - working drawings, specifications and other documents.

Tender Documentation/Pricing Document (Bills of Quantities): This sub-stage comprises all the information produced at Developed Design stage and in addition the working drawings and specifications, compiled into an appropriate pricing document. Tender documentation should include all the information about the project to enable contractors to

comprehensively price the project. All information must be checked for accuracy and consistency prior to issuing the invitation to tender. Please note any M&E input that may be required for on site treatment or buildings etc is to be included for in the Fixed Price Lump Sum provided in the Form of Tender.

Stage (iii): Tender Action, Evaluation, Award: This Stage involves the design team, managing & implementing the prequalification process and advising the Client on the procurement of contractors and specialists to implement the works. This will involve compliance with National & EU procedures, publication of notices, assessment of suitability of candidates and specialists. Issue tender documents and review returned tenders. The completion of this stage should result in the placing of a contract with a suitable contractor within the approved budget.

Stage (iv): Construction: This Stage involves the contract administration and regular inspection of the works by the Design Team. Site attendance and meetings as required. All the design, architectural and engineering discipline teams must continue to be available to support the construction activities on an ongoing basis through to completion of construction. This to include but not limited to query responses for clarification, explanation or further information, preparation of cost reports to monitor and control costs.

Stage (v): Handover of Works & Final Account: This Stage involves the provision of technical/design support to the commissioning and handover through to the end of the defects liability period. Activities will involve input to the preparation of the commissioning and handover strategy and plan; participation in systems walkthrough and snagging. It also involves the preparation and agreement of the Final Account / Statement in an agreed format. The Architect/Engineer as the Lead Consultant will perform the role of assigned certifier and will provide any necessary certification in accordance with the Building Control as Amended Regulations BCARSs. The Integrated Consultancy Team shall specify within the construction contract, that all Operating & Maintenance Manuals, safety files, drawings, specifications are provided to the client requirements at the handover stage.

Provide technical/design support at the end of the defects liability period and will be responsible for inspecting the facility and preparing a schedule of defects liability issues and the subsequent confirmation that these have been rectified by the contractor and the final contract retention monies can be released.

INTEGRATED DESIGN / CONSULTANCY TEAM SERVICES

NOTE: The detailed stage services required are set out below. The Consultants shall provide the services particularly described in this section together with those services which may reasonably be regarded as incidental to the services required for a project of the size, nature and complexity of this project. The services required of the Integrated Consultancy Team include responsibility for services in respect of Civil / Structural Design, M&E Design, Cost Control ie Bill of Quantities/ Schedule of rates etc as deemed required & PSDP. Donegal County Council expect and require an exceptional level of service from the appointed Integrated Design/ Consultancy Team including preparation of exemplary project designs.

INTEGRATED DESIGN / CONSULTANCY TEAM SERVICES TO INCLUDE M&E, CIVIL / STRUCT, COST CONTROL AND PSDP (SEE PROJECT BRIEF FOR FURTHER INFO. ON EXTENT OF THESE SERVICES)

Stage (i) Preliminary

1. Review of all works carried out on the project to date with the client
2. Agree scope of works to be carried out to deliver the Preliminary Stage and provide a programme for same.
3. Appointment as PSDP and Assigned Certifier for the project.
4. Stakeholder Consultation
5. Site Assessments to verify as being suitable for use.
6. Procurement of relevant information to establish same incl. specification of works for any specialist site surveys required
7. Chair and Minute Meetings with client 3No.
8. one meeting for presentation to Elected members of DCC
9. one meeting for presentation to Stakeholders.
10. Allow for other discussions with Planning Section etc.
11. Allow for 7 site visits during this stage either online or in person as required by the client.
12. Final stage report to include design for planning, cost estimate and revised programme for the project.

Stage (ii) Design

1. Co-ordination of project stage. Design team leader
2. Developed sketch scheme including specialist consultancy advice
3. Client consultation.
4. Stakeholder consultation
5. Chair and minute meetings as required
6. Prepare application for Planning Permission. Application will be a Part 8 application to Donegal County Council.
7. Procurement services for specialist surveys as required including but not limited to;
 - a. Habitat Directive Assessment Screening
 - b. Natura Impact Statement as required
 - c. Environmental Impact Preliminary Assessment Report / Assessment Screening
 - d. Environmental Impact Statement as required.
 - e. Geological Survey as required
8. Fire Safety Certificate Application documentation incl. liaison with Fire Dept if required
9. Disability Access Certificate documentation incl. liaison with Building Control

10. Detail design and tender documents
11. Assigned Certifier and Design Certifier in accordance with the requirements of the Building Control (Amendment)(Nr 2) Regulations 2015 and the Code of Practice for Inspecting and Cerifying Buildings and Works
12. Stage reports in format required under the Capital Works Management Framework
13. Compliance with requirements of the Safety, Health & Welfare (Construction) Regulations 2013
14. Cost Control
15. Risk management Overview and advice, particularly on the tight programme to be completed for Opening at end of March 2025.
16. Provision of structural, civil, M&E and PSDP Services as required. Refer to Project Brief on overview of these services.
17. Attend fortnightly Steering Group meetings

Stage (iii) Tender Action, Evaluation, Award

1. Co-ordination of project stage. Design team leader
2. Assist guide and advise on the procurement strategy and suitability assessment of contractors
3. Issue tenders, respond to queries
4. Receipt of tenders
5. Submission of tender report with firm recommendations
6. Design team meetings / Client consultation. Chair and minute meetings
7. Arrangement of start on site date
8. Issuing of letters of 'Intent' and 'Acceptance' of tender
9. Arrange for completion of contract documents. Check insurances in association with Donegal County Council
10. Arrangements for pre-contract meeting
11. Ensure works programme is available before start of works on site.
12. Compliance with requirements of the Safety, Health & Welfare (Construction) Regulations 2013
13. Risk management Responsibility
14. Attend fortnightly Progress meetings

Stage (iv) Construction

1. Co-ordination of project stage. Design team leader
2. Employer's Representative
3. Contract administration
4. Establish clear lines of communication and responsibility both with the 'Client' and 'Contractor' organisations

5. Arrange fortnightly contract meetings, set agenda, prepare minutes and expedite any actions
6. Attend other meetings as necessary
7. Advise interested parties of timescales to be met
8. Fortnightly site visit and as required
9. Monthly site visit by PSDP and as required
10. Other Design Team consultancy services including site visits as required from M&E Engineers etc.
11. Raise outstanding design issues and ensure timely decisions from Donegal County Council
13. Ensure outstanding planning issues are resolved and complied with
14. Vetting and agreement of contractors drawings, design submissions etc.
Anticipating potential problems and suggesting possible solutions / contingencies
15. Issue payment certificates
16. Monitor constantly progress against programme
17. Advise on claims for extensions of time and the like
18. Assigned Certifier and Design Certifier in accordance with the requirements of the Building Control (Amendment) (Nr 2) Regulations 2015 and the Code of Practice for Inspecting and Certifying Building and Works, including attendance on site to fulfill the requirements of the regulations
19. Compliance with requirements of the Safety, Health & Welfare (Construction) Regulations 2013
22. Cost control
23. Attend Fortnightly Site meetings or as agreed otherwise

Stage (v) Handover of Works

1. Co-ordination of project stage. Design team leader
2. Substantial completion
3. Arrange procedure for handover. Issue all documentation
4. Monitor preparation of 'Handover Package'
5. Provision of as-built drawings
6. Liaise with contractor regarding issue of Safety File
7. Final account
8. Liaison with Employer appointed specialist advisors
10. Advise contractor of defects arising
11. Monitor & report on contractor's performance in dealing with defects
12. Carry out end of defects period inspection
14. Check that defects have been rectified
15. Issue making good defects and final certificates
16. Assigned Certifier and Design Certifier in accordance with the requirements of the Building Control (Amendment) (Nr 2) Regulations 2015 and the Code of Practice for Inspecting and Certifying Buildings and Works

17. Provide Architects Opinion on Compliance with Planning Permission
18. Compliance with requirements of the Safety, Health & Welfare (Construction) Regulations 2013