



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

**PROJECT BRIEF
AND PARTICULARS SPECIFICATION**

**FOR THE PROCUREMENT OF AN ENGINEERING SERVICE PROVIDER
FOR THE CONNECTION OF LETTERBRICK TO THE PUBLIC WATER
SUPPLY AND TAKING IN CHARGE OF SAME**

JULY 2026

REVISION	DATE	UPDATE

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1. Introduction

Donegal County Council wishes to appoint an Engineering Services Provider (ESP) using the standard conditions of engagement COE1 for the design of interconnector watermain from the households and Group Water Schemes (GWSs) in Letterbrick to the closest point on the Public Water Supply or alternative position as agreed by Uisce Eireann. The service is to include for all Civil and Hydraulic Design services as required; any environmental / ecological evaluations required; preparation of construction tender docs, administration of tender process (publication, clarifications, evaluation, etc.); award and management of construction contract. The ESP will also be required to act as PSDP for the Project.

2. Background

2.1. Location of Community Water Connection

Letterbrick is located in central Donegal as shown in figure 2.1 below and is approximately 14.5km west of Ballybofey and 20km north-east of Glenties.



Figure 2.1 Location of Letterbrick

The households in Letterbrick have been approved for funding for connect to the public mains. There were 50 connections included in the MARWP application. The households in Letterbrick use a variety of individual and shared surface water influenced spring wells and individual and shared surface influenced shallow bored wells in the area.

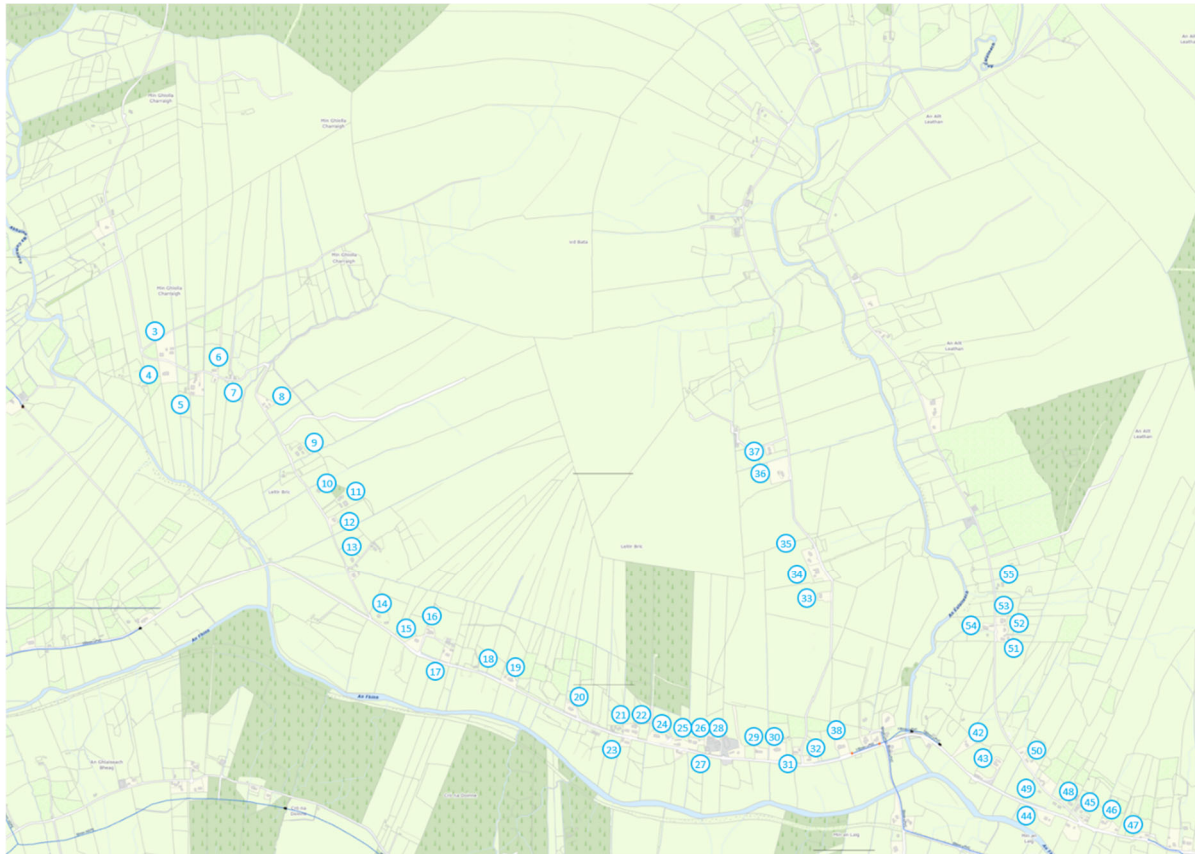


Figure 2.2 Locations of houses considered as part of Letterbrick application

The quantity issues with the wells were first reported 15 to 20 years ago. Water supplies to these houses are problematic and regularly experience issues in relation to quantity and quality. During the dry weather spells, the wells dry up and can be without water for months over the summer period and weeks during dry spells during winter. Households in the area ration the water to ensure they can prolong the supply over the year, and many houses have installed storage tanks to try capture additional water during wetter weather. The area experiences high Iron in the water which hinders the effectiveness of the filtration systems and causes issues for household appliances. There are a number of bored wells in this area, but these wells are also reported to encounter the same quantity issues.

There are 6 GWSs in the area serving a total of 19 households. The various GWS sizes are shown below, and the remaining houses are supplied from a mixture of shallow and bored wells with two houses having no water supply.

GWS	Housed connected
A	2 (1 & 4)
B	2 (6 & 7)
C	5 (20,21,22,23 & 24)
D	2* (36 & 37) *No. 56 was connected but no longer in use
E	4 (51,52,53 & 54)
F	4 (9,10,11 & 12)

Figure 2.3 Breakdown of GWSs in Letterbrick

The locations of these GWS are shown below.

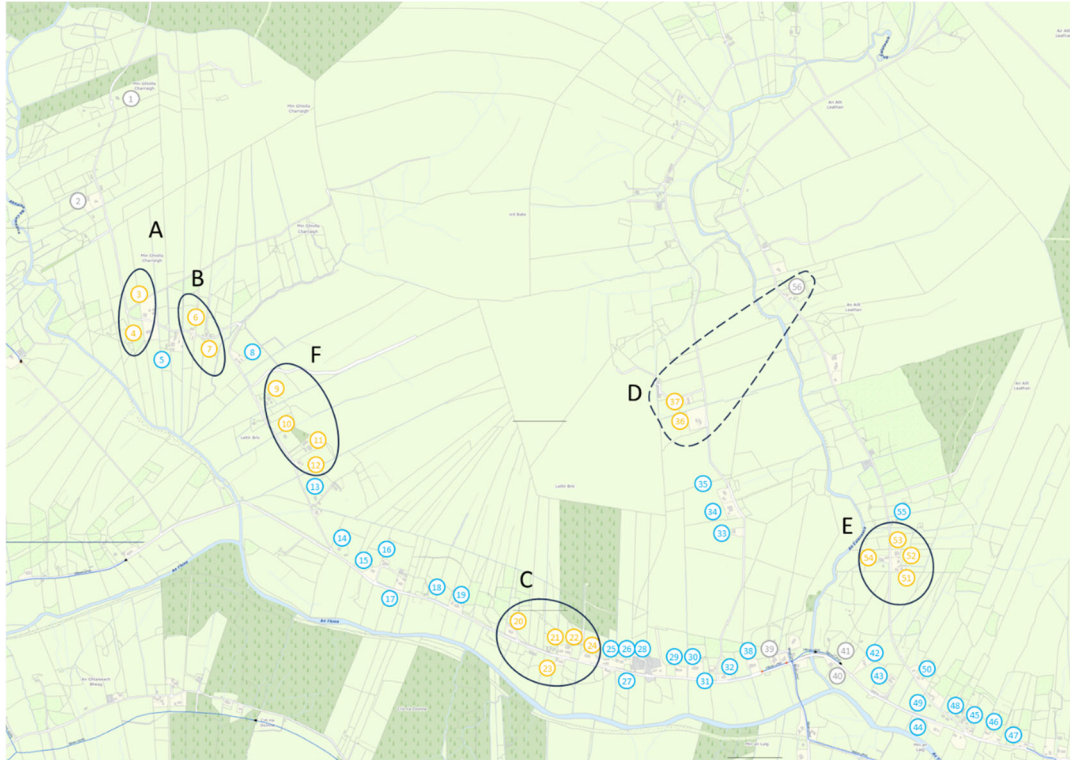


Figure 2.4 Locations of GWSs in Letterbrick

A pre connection enquiry was submitted to Uisce Éireann for this area and we have received notification that the area can be supplied from the Glenties Water supply with no upgrades required to their network.

The Letterbrick area is bounded by the River Finn SAC and therefore, planning permission is likely but shall be included as an additional item.

2.2. Funding

The Department of Housing, Local Government and Heritage has granted funding to connect Letterbrick to the Public Water Supply . The funding of €1,457,610 includes for all costs associated with this project.

3. Scope of Service

The ESP is required for all stages of the project as listed below;

- Stage 1 – Review and confirm that the route corridor is reasonable and achievable.
- Stage 2 – detailed design and planning application;
- Stage 3 – preparation of Tender Documents, administration of tender process and production of Tender Assessment and Recommendation Report;
- Stage 4 – contract administration and site supervision;
- Stage 5 – handover of the works.

The connection application will be submitted to Uisce Éireann by ESP on behalf of the Letterbrick area.

The ESP shall provide the relevant drawings, technical report and any land and wayleave drawings required. DCC will liaise with the landowners in relation to signing of wayleave or consent forms, etc.

3.1. Role of the Engineering Service Provider and General Duties

The appointed Engineering Services Provider shall undertake the duties listed in this section below and assess if the existing network meets the minimum standards set out by Uisce Éireann for Taking in Charge (TiC).

The ESP shall:-

- a)** Carry out all tasks in various project stages as described in the Section 4 below in their role of Engineering Services Provider.
- b)** Nominate a suitably qualified individual, who has achieved the required competence, to act as Project Supervisor Design Process (PSDP) under the Safety, Health and Welfare at Work Regulations 2016 for the duration of the project.
- c)** Prepare a Preliminary Health & Safety Plan in Compliance with all current relevant Acts, Regulations, Circulars, Plans and Codes of Practice. This shall include the performance of the duties of Project Supervisor Design Process (PSDP). The PSDP shall liaise with the PSCS during the construction phase and assist in the compilation of the safety file in accordance with the latest health and safety legislation.
- d)** Attend meetings with Donegal County Council on a monthly basis over the course of the project and provide a progress update and record minutes. This can be carried out via online meetings.
- e)** Prepare estimated cost projections and cash flows for the Contract.
- f)** Prepare programmes for the projects. The programmes shall reflect specific tasks, activities and milestone dates.
- g)** On the award of the Contract, the ESP will act in a supervisory role on behalf of the Client, including the role of Employer's Representative, for the duration of the construction and commissioning of the schemes, and will advise Donegal County Council on all contractual matters such as insurances, bonds, Project Supervisor Construction Stage (PSCS), etc., as well as claims, payment certificates and Final Account.
- h)** Provide all the data required by Donegal County Council to assist in its obligations to report to the Department of Housing, Local Government and Heritage.
- i)** Nominate a senior member of the firm as Project Manager for the duration of the project.
- j)** Prepare communication notices for the GWS providing them with regular updates in relation to project progress.

- k)** Ensure all works are to Uisce Éireann Standards and Codes of Practice including Materials specifications.
- l)** Take cognisance of any works within, adjacent or in close proximity to either a Special Area of Conservations (SAC), Special Protection Area (SPA) or Natural Heritage Area (NHA). All works shall be managed, designed and procured in consultation with the relevant authorities that have a vested interest in the SAC and SPA for the GWS. Please refer to Appendix D for procurement thresholds.
- m)** Engage with all external bodies, including but not limited to; the Group Water Schemes, National Parks and Wildlife Service (NPWS), Donegal County Council – Roads and Planning Departments, EPA, National Federation of Group Water Schemes, ESB, Eir, Uisce Éireann and other utility providers to ascertain any impact on the proposed design.
- n)** Prepare all documents and apply to Uisce Éireann on behalf of Letterbrick for a connection to the public water supply.

The ESP will be required to notify the Donegal County Council as Client immediately where it identifies a need to undertake activities beyond of the scope of this brief. The cost of undertaking these activities needs to be approved by the Client before commencement. The ESP will not be paid for completing additional activities if the cost of same has not been approved by the Client in advance.

3.2. Service Description

The project is made up of the following stages, and the successful Tenderer will be required to carry out the following duties:

3.3. Stage 1 - Preliminary Design

During the preliminary design stage, the ESP shall:

- a)** It should be assumed for the purposes of pricing that the existing networks will become redundant as part of the project. The ESP shall include a high-level review of the existing networks to determine if they are fit for purpose and to be included in the feasibility study report.
- b)** Review the GWS's network in conjunction with the Uisce Éireann minimum standards (WSP01/16_TIC005) to see if it is fit for purpose or in need of refurbishment prior to the takeover of the GWS; compile the technical report for the takeover application and associated drawings.
- c)** Include for any site visits necessary to compile the relevant documents required for the Taking in Charge (TiC) of these scheme (excluding the duties to be covered by LA mentioned at the introduction of section 2)
- d)** Ensure any upgrades identified during the takeover application process are included as part of the construction works to connect the GWS to the PWS.
- e)** Conduct site survey and produce a digital map necessary for detailed design, preparation of contract documentation and construction work of all new

infrastructure. Provide a topographical survey for the area served by the GWS and along the road between the connection point to the public water supply and the GWS Network. The following should be identified as a minimum.

- All locations of bridge crossings, including levels for the following;
 - Road Surface
 - Underside of any bridge deck identified
 - Surrounding embankment adjacent to bridge crossings
- All culverts including size and invert level.
- All retaining structures to roads including dimensions of same.
- f)** Allow for discussions and meetings with Uisce Éireann in relation to the connection application and any requirements for upgrade works on the public network including a meeting on site.
- g)** Undertake an Appropriate Assessment (AA) Screening (Stage 1) to determine the potential impacts of the proposed development on the area.
- h)** Include for invasive species surveys and report, to include the entire route corridor. An invasive species is defined as those listed in Part 1 of the Third Schedule of S.I No. 477 of 2011, European Communities (Birds and Natural Habitats) Regulations 2011. The surveys should be carried out at appropriate intervals taking account of seasonal growth and project programme for preparation of tender documents. The surveys should include an Invasive Alien Species (IAS) Survey to identify and map the locations. The report shall also identify the most appropriate method of in-situ treatment, outlining the key risks and constraints associated with each site, and if early herbicide treatment would be appropriate. The ESP should also allow for updating the report in advance of the construction phase and carrying out any additional surveys required at this time.
- i)** Shall procure, provide and complete a desktop Archaeological Screening of the proposed works which must take account of best practice in this area, and in consultation with the National Monuments Service. This shall include reviewing records held by the national monument service. The assessment will determine the potential impact of the works on the archaeological heritage of the area. The ESP shall ensure that a high level of quality control is exercised on the output from the Archaeological Screening Assessment. Full costs of archaeological services to be included as part of the tenderer's fee.
- j)** Clarify all legal issues with regard to sources, ownership of sites, rights of way, way-leaves, review of Registry of Deeds if required, relevant liaison, etc., in so far as is reasonably possible within the extent of the GWS network and along the route corridor of the proposed interconnector.
- k)** Engage with the committee of the GWSs and the Rural Water Section of Donegal County Council to discuss proposals.
- l)** Compile a project risk register which shall be included in all progress update reports.

- m)** Identify all culverts/ bridge crossings that may have an impact on the preferred route of the proposed network or upgrade.
- n)** Identify all retaining structures along road where the interconnector is to be constructed. Where it is deemed that this project will adversely impact these structures, include protection of, or upgrade to, these structures as part of the detailed design.
- o)** Fulfil all obligations under current Health & Safety legislation. Carry out role of PSDP.
- p)** Review the existing information with regard to water demand and population projections.
- q)** Completion of a feasibility study report is not required at this stage but a summary of the project shall be included within the detailed design report at that stage, at a minimum cover the following sections;
 - Background
 - Technical assessment/ Asset Survey of GWS
 - Current and Design Demand
 - Design Approach
 - Proposed Solution
 - Programme
 - Project Risks
 - Future Considerations
 - Cost Estimate for Project
 - Recommendations and Conclusions

3.4. Stage 2 – Detailed Design

During the detailed design stage, the ESP shall:

- a)** Carry out the detailed design of the GWS network upgrade/ extension of the scheme to the public network using the route agreed with Uisce Éireann during Stage 1 of this project. Design to include tender drawings and specifications complying with latest Uisce Éireann codes of practice and other relevant standards. It shall be assumed that the GWS's network is unfit for reuse it will be required to be replaced and should be priced accordingly.
- b)** Prepare a route drawing and report showing the pipework, associated valving and connection boxes required for the connection to the PWS taking cognisance of the requirements from Uisce Éireann.
- c)** Identify any wayleaves necessary for the existing GWS network or for any new infrastructure required to connect the public mains. Production and drafting of Land & Wayleave (L&W) drawings should be included.
- d)** If required by the outcome of Archaeological Screening, the ESP shall allow for the additional procurement, management and delivery of an Archaeological Impact Assessment report and include the procurement, management and delivery of any additional archaeological services required, but should include a minimum of;

- site visit by an Archaeologist, if deemed necessary by the archaeological Screening Assessment.
- A site visit to the National Monument Service in Dublin
- Writing of the report

Full costs of archaeological services to be included as part of the tenderer's fee.

- e)** Where the findings of the AA screening report, carried out in accordance with the Habitats Directive (92/43/EEC) (and DECLG Guidance on Appropriate Assessment for Planning Authorities) determine that a Stage 2 Natura Impact Statement is required, the ESP shall identify and complete the NIS and all ecological and associated surveys and investigations that the ESP deems necessary to satisfy the requirements of the Habitats Directive (92/43/EEC) and the National Parks and Wildlife Service (NPWS). The ESP's price shall include for the scoping, procurement and management of any specialist surveys deemed necessary by the ESP's ecologist to robustly support the NIS. The ESP shall consider but not limited to the following non exhaustive list of potential surveys that may be deemed required by the ESP:

- **Protected Terrestrial Fauna Surveys:** All specialist assessments for land-based animals (e.g., Mammals, Birds, and Amphibians) protected under the Wildlife Acts and the Habitats Directive.
- **Aquatic & Riparian Ecology Surveys:** Comprehensive assessments of watercourses and banks, including fisheries, protected aquatic invertebrates (e.g., Crayfish), and biological water quality (Q-Values).
- **In-stream Works Methodologies:** Preparation of site-specific crossing methods and silt-mitigation strategies (e.g., dam-and-pump) to be agreed with IFI.
- **Seasonal & Multi-Visit Monitoring:** Any nocturnal or seasonal activity surveys (e.g., Bat activity or wintering birds) required to establish a robust scientific baseline for the NIS.
- **Specialist Botanical & Rare Flora Surveys:** Targeted searches for rare or protected plant species beyond standard habitat mapping.

All surveys and reports must be completed to a standard sufficient to satisfy the relevant Statutory Authorities (e.g., NPWS, NMS, Planning Authority). The ESP is responsible for determining the appropriate methodology and scope for each survey in accordance with current best-practice guidelines and professional standards. The Stage 2 NIS is included as an additional line item in the pricing document and shall be all-inclusive of all specialist sub-consultants and fieldwork. The ESP shall submit a draft version of the report to Donegal County Council for review, then submit a final version taking into account all feedback received. Consultation with the National Parks and Wildlife Service (NPWS) should be undertaken prior to the finalisation of the report to ensure that they have adequate opportunity to comment on the proposals contained within the report.

- f)** Where necessary, e.g., requested by the Competent Authority, the ESP shall complete an EIA Screening to determine if a full EIA is required. This shall be priced as a Provisional Line Item and only triggered upon written instruction.
- g)** Conduct preliminary site investigation required along the preferred route of the pipework (determined from the detail design) and include for the tendering process relevant to the upgrade and extension works on this project. Allow for all screening reports, tender documents and procurement process required for the appointment of an SI contractor. Please refer to Appendix D for procurement thresholds.
- h)** Allow for an additional Appropriate Assessment screening report for the site investigation stage if deemed required.
- i)** Consult with Donegal County Council Roads Department in relation to any road opening or closure requirements, road reinstatements or identifying any reinstatement requirements for protected roads in accordance with the Purple Book. The ESP should include for a T1 application for the project and associated meetings with the relevant stakeholders.
- j)** During the detail design stage, pumping/ boosting requirements should be assessed.
- k)** The design of these pumping/ boosting stations shall be included as an additional item in the pricing document as part of the design requirements for the ESP if determined to be required. The design of all M&E works shall be in accordance with the latest UÉ standards.
- l)** Create all relevant wayleave and land acquisition maps for registering with Land Registry for the extension of the GWS to the public network, and the current GWS network.
- m)** Allow for discussions and meetings with Uisce Éireann in relation to the connection enquiry and any requirements for upgrade works on the public network including a meeting on site.
- n)** Allow for the decommissioning of existing GWS assets if deemed not required or allow for their upgrade if required as part of the TiC works.
- o)** Allow for all bridge crossings and culverts in the detail design.
- p)** Compile a detailed design report for review by GWS and DCC which shall include the following sections;
 - i.** Background,
 - ii.** Review of existing information, site assessments and investigations,
 - iii.** Current and Design Demand
 - iv.** Programme
 - v.** Project Risks
 - vi.** Future Considerations
 - vii.** Proposed detailed design including drawings,
 - viii.** Recommendation on procurement process,
 - ix.** Cost estimate for project,
 - x.** Detailed Programme;

xi. Conclusions,

- q)** Allow for any changes to the detail design report or queries recommended by Uisce Éireann or DCC.
- r)** For all works requiring Planning Permission, the ESP shall prepare the relevant Planning documentation in accordance with the requirements of the Planning and Development Regulations, 2001 (as amended) together with a Planning Report. The ESP shall prepare the application and submit on behalf of the Client and also shall place the required public notices in newspapers.

3.5. Stage 3 - Tender Action, Evaluation and Award

The tender process for the construction stage shall be in accordance with the latest Capital Works Management Framework process. The ESP will be responsible for delivering the stages of the project listed below and advise Donegal County Council on all aspects of the Contract documentation, to prepare necessary amendments to the Conditions of the Contract. Cognisance shall be taken of model conditions and amendments issued from time to time by the Department of Housing, Local Government & Heritage.

It is assumed that this project will be procured as a Design and Build contract if the inclusion of M&E services are required; otherwise it will be procured as traditional style contract (PW-CF3). The ESP shall price each site accordingly.

The Tender Action, Evaluation, Award stage incorporates:

- i.** Preparation of all tender documentation (incl. drafts) and publication
- ii.** Preparation of notices and advertisements of tender
- iii.** Respond to requests for tender clarifications and administer site visits.
- iv.** Issue and administer any supplementary information required during the tender process. All documents issued shall be in accordance with the latest public procurement protocols.
- v.** Assessment of tenders and preparation of a tender report including recommendations.
- vi.** Assessment of bonds / insurances and contract signing.
- vii.** Assessment of Contractor's competency to act as PSCS.

The ESP shall prepare the above Contract Documentation taking cognisance of the following:

- i.** The aims and objectives set out in all relevant European Directives, Irish Legislation, Regulations, Standards, Guidelines, Programmes and Policies, both current and in the course of preparation.
- ii.** Other National and EU legislation where applicable, National Monuments Act 1994, and legislation on Archaeology, National Heritage Areas and Special Areas of Conservation.

3.6. Stage 4 - Construction Stage

The ESP, as the Employers Representative, shall carry out the following duties during the Construction Stage of the project:

- a)** Ensure that the Contract is administered in accordance with the Conditions of Engagement and the Conditions of Contract. The ESP shall act as Employer's Representative.
- b)** Comply with requirements set out in the connection agreement with Uisce Éireann and ensure works carried out during the construction phase comply with the information required to obtain a completion certificate from Uisce Éireann.
- c)** Be responsible for ensuring that a commissioning plan is provided by the Works Contractor and that same will ensure successful commissioning of the site. The ESP shall not issue the Certificate of Substantial Completion until the works have been commissioned.
- d)** If required, provide a Resident Engineer for this stage of the project. For the purposes of pricing this shall be included in the notional hours in table AD.2 below. The Resident Engineer shall have a minimum of 5 years' experience, with a minimum of 2 years on site experience, delivering water infrastructure projects that include the construction & commissioning of pumping stations, including the mechanical and electrical installations.
- e)** At least two months prior to the commencement of construction, the ESP shall propose nominees for the site supervision team and shall supply CVs and references for the individuals proposed to the approval of the Local Authority.
- f)** If this project is to be design and build, the role for PSDP should transfer to the successful tenderer for the construction stage of the project, the ESP shall liaise with the successful contractor who will assume the role of PSDP and PSCS in accordance with Safety, Health & Welfare at work Act 2005 and Safety, Health & Welfare at Work (Construction) Regulations 2013(S.I.No.291 of 2013) and all other relevant regulations and legislation.
- g)** Carry out certification of work done in accordance with terms and conditions of the grants provided by DHLGH and UÉ standards and material specification.
- h)** Review and certify the monthly interim payment claims by the contractor.
- i)** Review and decide on contractor claims relating to additional extras.
- j)** Reviewing and approving contractor design
- k)** Reviewing and approving material certificates submitted by contractor.
- l)** Advise Donegal County Council on conciliation/arbitration hearings, prepare documentation and attend if necessary.
- m)** Prepare periodic progress reports and project quarterly returns.

3.7. Stage 5 - Handover of Works & Final Completion

The ESP shall carry out the following during the handover of works Stage incorporates the following:

- a)** Ensure fit for purpose as-constructed drawings are delivered by the contractor and checked by the ESP for accuracy and completeness. These drawings must include GPS coordinates (ITM Co-Ordinates) of all customer connection boxes, SV, AV, ScV, Meters, pipe networks, pipe weld locations, etc. The template to be agreed with Donegal County Council. Drawings to be provided in .dwg, .pdf and paper format.
- b)** Preparation and issue of a Handover Report.
- c)** Prepare and submit all relevant documents, certificates and drawings to Uisce Éireann in relation to the connection agreement.
- d)** Preparation and issue of Final Account.
- e)** Preparation of the Safety File.

4. Competition Structure

The tender procedure for this competition is above the EU Threshold and an open procedure using a two-stage process is used. The two-stage process is proceeding as outlined below:-

Suitability Assessment

A suitability assessment will be carried out by the contracting authority to determine the legal standing, financial and economic capacity of each candidate. The technical and professional capabilities of each candidate will be assessed in the form of a suitability assessment questionnaire to ascertain if candidates meet the minimum selection criteria set out by the contracting authority.

Tender Assessment and Award Criteria:

Tenderers passing Suitability Assessment will be assessed in terms of Quality and Price as set out in Sections 5 & 6. Quality and Price Submissions will form part of the tender submission.

The competition will be assessed on the basis of Most Economically Advantageous Tender (MEAT).

The Quality : Price ratio for the competition is 70:30.

A Quality Mark and Price Mark will be determined as explained in Sections 5 & 6 and the total mark of the tender will be the sum of the two as below:

Total Mark = Total Price Mark + Total Quality Mark

The tenderer with the highest mark will be the successful tenderer (subject to verification of any elements which may previously have been self-certified).

5. Quality Submission

Tenderers are requested to complete and submit the following methodologies as set out in Table 5.1. Available marks for each methodology are shown. Please note that the minimum quality threshold mark for each criterion is 40% and the minimum overall threshold marks is 50%. Submissions not achieving these marks will be deemed to have failed Stage 2 - Tender Assessment. A total of 7,000 marks are available.

	Criterion	Max. Score	Min. Score
A	Provide a detailed Service Plan explaining the methodology to be employed to provide the service in accordance with the Project Brief document. Also to be included is a time bound programme, reporting and communication procedures. Maximum 3No. A4 Pages and 1No. A3 Programme A1. Detailed Service Plan (3,000 marks) A2. Time bound Programme (500 marks) A3. Reporting and Communication Procedures (500 marks)	4,000	1,600
B	Proposed Team - In addition to CVs submitted at Stage 1, set out how the relevant expertise and skills of each proposed team member, as included in Stage 1 submission will contribute to the successful delivery of this project. The submission should cover, but not limited to, the following roles; • Project Director • Senior Consultant • Project Consultant • Technician and can include specialist roles such as Ecologist & Planner, or any other services the ESP offers and is considered relevant, that were not specifically requested at Stage 1. (Maximum 2 A4 pages. Note CVs already submitted at Stage1 and do not need to be resubmitted)	1,000	400
C	Provide a comprehensive list of perceived risks to the project, including those that may cause delay, and provide a methodology clearly explaining how these risks may be mitigated using previous experience on similar projects. Maximum 2 No. A4 for response	1,000	400

D	Provide a description in relation to: - Specific sustainable practices and/or technologies that tenderers propose to implement on the delivery of this project that will have a positive impact on their delivery. The response should demonstrate how these practices will contribute to energy efficiency, sustainability, environmental protection and a reduction in the carbon footprint of the project. - Tenderers shall outline how the proposed project team members will implement and monitor these measures throughout the project lifecycle. Maximum 2 No. A4 for response.	1,000	400
Total Quality Marks		7,000	3,500

Table 5.1 Criterion, Weighting and Available Marks for Quality Submission.

The scoring interpretation for each criterion is included in table 5.2 Below:

Score	Meaning
90 – 100%	EXCEPTIONAL: A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	EXCELLENT: An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	VERY GOOD: A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	GOOD: A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Fair: A fair response demonstrating above the minimum understanding offering assurance to client – satisfactorily supported.
40 – 49%	ACCEPTABLE: An acceptable response demonstrating a minimum understanding offering assurance to client – adequately supported.
1–39%	UNACCEPTABLE: Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and a fail. Applicant will be eliminated from the competition.

0%	NO RESPONSE: Response completely fails to address the criterion under consideration. This is unacceptable and a fail. Applicant will be eliminated from the competition.
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Figure 5.2 Scoring Interpretation for each criterion

The Contracting Authority reserves the right to interpolate between the percentage bands based on their assessment of the Applicant's response.

6. Price

A lump sum price will be tendered and broken down into the Stages 1 – 5 inclusive as set out below and as per tables AD1(a), AD1(b) and AD.1(c) of the Pricing Document contained in Appendix C. The total cost of tables AD.1(a) to (c) shall be the amount that tenderer shall include on the Form of Tender document.

Rates for each Team Member will also be submitted in the Pricing Document in Appendix C in table AD.2.

The lump sum to be included in the form of Tender and schedule will be assumed to be inclusive of the following items although this list is not exhaustive:-

- All meetings included in the Schedule of Meetings in Appendix B.
- All costs associated with travel, accommodation and other relevant expenses.
- All Stage Services (i) – (v) and all provisional items included on the pricing schedule for each site. Please note that provisional items will only be required if deemed required by each project. Written approval will be required before the ESP is to commence any of these tasks and there is no guarantee that any of these provisional items will be required.

The hourly rates submitted for each Team Member in the Pricing Document may be called upon at a later stage to cover optional services subject to approval of Donegal County Council, Donegal County Council is not obliged to avail of these rates, and such services may not be called upon.

The rates submitted as part of the tender will be used to determine a notional tender price by means of a comparative cost assessment as set out below:-

Notional Tender Price, P_1 = (Total Lump Sum Cost) + (Notional extra hours Cost)

Notional extra hours Cost is determined by multiplying the number of hours for each team member type shown below by the rates tendered as follows and by completing table AD.2 in Appendix C:-

The Price Mark shall be calculated in accordance with the methodology set out in the Instructions to Tenderers and the formula as set out below.

Price Mark for Tenderer = $A \times (1 - (0.5 \times \{(B - C)/C\}))$

Where:

- A = Total marks available for Price
- B = Notional Tender Price of Tenderer
- C = Lowest eligible Notional Tender Price

Appendix A

SUPPLEMENTARY INFORMATION –

None

APPENDIX B

SCHEDULE OF MEETINGS

It is envisaged that the following milestone meetings will be required. The ESP will include for attendance at all meetings as outlined in the indicative list below.

All meetings are to be held in Donegal County Council (DCC) offices or on site during the construction phase unless otherwise stated and the attendance of the Project Director and Senior Consultant is required at every meeting (unless otherwise agreed). Remote Video Conferencing meetings will be considered when appropriate.

- Initial site visit to Group Water Schemes and DCC Project Engineer in attendance.
- Allow for Three Meetings with GWSs in person.
- Monthly progress meetings for duration of Project
- Meeting to present Feasibility Report to DCC
- Meeting to present Detailed Design Report to DCC
- Meeting to present Tender Documents to DCC
- Meeting to present Tender Report and Recommendation
- Monthly site meetings during the construction works plus meetings as required agreeing site commissioning, substantial completion, final account and end of defects period.

APPENDIX C

PRICING DOCUMENT

Tenderers are required to complete Table AD.1 contained in the relevant excel sheets, contained in the Tender documentation, to calculate a total lump sum price for services. Rates are also required to be submitted in Table AD.2 for the purposes of the comparative cost. These will be used for a comparative cost assessment to calculate the total price P, as outlined in the award criteria. The Form of Tender and schedule document sets out the expected percentage fee for each stage. The Stage fee percentage split (20/30/15/25/10% as per the form or Tender and Schedule) applies strictly to the Fixed-Fee Core Stages (1-5). Provisional Items and Notional Rates must be priced independently and realistically.

The Local Authority requires the ESP to provide a breakdown of their quotation for services provided for each GWS. The purpose of this is to clearly identify the cost of spending at each location for the purposes of funding. The ESP will be required to provide a notional extra hours based on the hours provided in tables AD.2 below. The total price for evaluation purposes will be the summation of the lump sum tender price plus the notional price.

All line items must be priced. A zero or blank entry will be interpreted as the service being included within the core fee and will not be subject to additional payment. The ESP shall not commence any works listed as Provisional Items on the pricing schedule without prior written approval from the Contracting Authority. Such approval will only be granted where it is demonstrated by a statutory or scientific necessity for further assessment.

The Contracting Authority will evaluate the 'Total Tender Sum' for the purposes of ranking but reserves the right to query and/or reject any tender where the pricing of individual stages or provisional items are found to be unbalanced, front-loaded, or not reflective of the actual level of effort required for that stage or provisional item.

Refer to Excel Table provided in Tender Documents upload

Table AD.1 Total Cost and Additional Items listed specifically under each stage.

Team Member	Named Personnel	Hourly Rate (€) (excl. Vat)	Notional Hours	Comparative Cost
Project Director / Leader		€	30	€
Specialist - PSDP		€	15	€
Senior Consultant		€	190	€
Project Consultant		€	270	€
Technician		€	140	€
Resident Engineer		€	300	€
Specialist (Ecologist, Archaeologist, Hydrogolist etc)		€	75	€

Table AD.2 Rates for Additional Services (for the purposes of Comparative Cost Calculation)

APPENDIX D

Donegal County Council Public Procurement Thresholds

Table 1: Summary of thresholds for various procurement methods:

Goods & Services

Value	Subject of Procurement	Procedure
< €1,000	Goods, Services	Price check with at least two suppliers and ensure value for money is achieved
€1,000 - < €10,000	Goods, Services	Three written quotations must be sought and documented
€10,000 - < €25,000	Goods, Services	A minimum of five written quotations must be sought and documented
€25,000 - < €50,000	Goods, Services	A minimum of five written quotations must be sought electronically through the Simplified Procedure process on eTenders
€50,000 - < €216,000	Goods, Services	Public Tender *
Above €216,000	Goods, Services	Public Tender, inc. publication in OJEU

Works

< €1,000	Works	Price check with at least two suppliers and ensure value for money is achieved
€1,000 - < €10,000	Works	Three written quotations must be sought and documented
€10,000 - < €50,000	Works	A minimum of five written quotations must be sought and documented
€50,000 - €200,000	Works	A minimum of five written quotations must be sought electronically through the Simplified Procedure process on eTenders
€200,000 - €5,404,000	Works	Public Tender *
Above €5,404,000	Works	Public Tender, inc. publication in OJEU

**Staff should use the open or restricted procedures, where reasonable and without compromising efficiency and value for money, for contracts valued below the EU advertising threshold. Above this threshold, staff should decide which tendering procedure is the most appropriate in each case. It is recognised that in certain circumstances, such as the procurement of innovation, alternative procedures to open procedure may be more appropriate to promote the participation of SMEs (Circular 05/23)*

Note: All thresholds are exclusive of VAT, but buyers must also ensure that they take into account the effect of VAT on purchase/project cost.

All Council purchases are acquired under what is commonly known as the ‘Purchase to Pay’ cycle. Details of this Process are set out in [Section 14](#), but Table 2 below shows the transaction limits that apply for various staff grades.