

Invitation to Tender
Project Management (PM) Led Multi-Disciplinary
Consultancy Services for the
Provision of Infrastructure Delivery
(Access Road & associated services)
at
Undeveloped Lands, Longford Town, Co. Longford



August 2026

Contents

1	Introduction	3
2	General Specification	4
	Scope of Services	4
	Stage 1 – Initial Design.....	5
	Stage 2 – Detailed Design & Planning Permission	5
	Stage 3 – Procurement & Assessment.....	6
	Stage 4 – Construction.....	7
	Stage 5 – Handover.....	8
3	Conditions of Appointment	10

1 Introduction

IDA Ireland is in the process of acquiring a 3.90 Ha (c. 9.60 acre) site near Longford Town and within the N4 bypass (*map available upon request to interested suppliers*). The lands are undeveloped and currently in agricultural use.

In order to accommodate future development and investment on these lands, it is proposed to develop an access road from the adjoining Business Park. It is proposed that the new road would extend to c. 150 metres (*size is subject to master-planning & detailed design*) of single carriageway including all associated services (foul, surface water, watermain, public lighting, electrical, telecoms cabling and ducting) signage (Totem) and landscaping. The road construction will be designed to align with the road network on the adjoining Business Park and should comply with national standards

In line with IDA's current strategy **Adapt Intelligently: A Strategy for Sustainable Growth and Innovation 2025–29**, delivery of this project should include for sustainable measures in the design and construction stages where possible and the protection and restoration of biodiversity in the surrounding area.

The appointed Project Management Led Multi-Disciplinary Design Team should consist of suitably qualified and experienced resources including a Project Manager, Civil & Road Design Engineers, Quantity Surveyor, PSDP, Employers Representative, Resident Engineer and any specialist advisors to provide design, planning and implementation of all subsequent contracts for the provision of the project. The services of the Resident Engineer will be required for 1 day per week whilst the construction works are on-going (tenderers should have regard to this when pricing the project).

The scope of services for the Project Management Led Multi-Disciplinary Design Team will include (1) Initial Design (2) Detailed Design & Planning Permission (3) Procurement & Assessment of a suitable Works Contractor (4) Construction and (5) Handover.

Procurement Process

IDA Ireland has sent a contract notice and tender documents for the Services to etenders.

Tenderers are to submit their suitability assessment questionnaire documentation and tender documentation in accordance with the instructions as set out in the in the *Particulars Section* of the Invitation to Tender.

Tenders will first be assessed for suitability, only tenders that meet the SAQ requirements in full and Pass will be assessed further. Suitably qualified tenderers will then be assessed in accordance with the award criteria as set out in the *Particulars Section* of the Invitation to Tender.

The contract for the project as detailed below will be awarded to the most economically advantageous tenderer meeting the minimum criteria. This appointment will be subject to IDA Board approval and it is anticipated that this approval will be sought in September.

The following are the milestones for procuring this appointment:

Key Milestones	Planned date
Circulation of ITT Documentation	4 th August 2026
Deadline for submission of queries	21 st August 2026
Closing date for responses to ITT	4 th September 2026
Proposed Appointment of successful applicant	30 th September 2026
Proposed Commencement of works	October 2026

2 General Specification

IDA proposes to appoint a suitable Project Management led Multi-Disciplinary Team consisting of suitably qualified and experienced resources including a Project Manager, Civil & Road Design Engineers, Quantity Surveyor, PSDP, Resident Engineer and any specialist advisors for the provision of a new roadway delivery (c. 150 metres) & associated services at Longford town. The extent of the roadway is subject to master-planning and detailed design. The roadway will be a single carriageway road and will include for all associated services (drainage, electrical & comms). IDA totem signage will be required for the lands and all associated internal signage.

The Consultancy Team proposed will be led by a Project Manager who will act as project manager/coordinator and client liaison for all stages of the project 1-5 inclusive. The successful firm will ensure provision of the required services and appoint all the appropriate consultants under their control as required.

IDA's procurement strategy must be in line with Public Procurement Guidelines and for this project all and any appointment(s) will be undertaken via a Public Works Suite of Contracts which includes for the Provision of Minor Building & Civil Engineering Works Designed by the Employer.

Scope of Services

IDA Ireland is in the process of acquiring a 3.90 Ha (c. 9.60 acre) site near Longford Town and within the N4 bypass (*map available upon request to interested suppliers*). The lands are undeveloped and currently in agricultural use.

In order to accommodate development and investment on these lands, it is proposed to develop an access road from the adjoining Business Park. It is proposed that the new road would extend to c. 150 metres (*size is subject to master planning & detailed design*) of single carriageway including all associated services (foul, surface water, watermain, public lighting, electrical, telecoms cabling and ducting) signage (Totem) and landscaping. The road construction will be designed to align with the road network on the adjoining Business Park and should comply with national standards

The successful Company will be required to complete the following scope of services:

- Master-planning exercise of the subject site to determine optimum location for the road and Preliminary Design of the proposed infrastructure ensuring sustainability, sufficiency in terms of achieving optimum accessibility and services, biodiversity measures should also be included for
- Engagement with Longford County Council pre-planning
- Preparation of the planning pack
- Submission of planning documentation to Longford County Council and management of responses to queries in respect to same
- Project Management – It is requested that a suitably qualified resource or firm is designated for the lead PM role to manage the project, the project team, and all consultation and coordination required to deliver the project on behalf of the IDA. The tender submission shall outline and demonstrate the skills and experience of the nominated resource for the role of PM and how the project and project team shall be managed and coordinated. This resource can be nominated from any member of the team and will be assessed as per the Assessment Criteria set out in the ITT.
- Procurement – It is requested that a suitably qualified resource is designated for delivery of procurement requirements particularly in respect to Stage 3 'Procurement' of the project as outlined in this document. This resource can be nominated from any member of the team.

- It is requested that a suitably qualified Multi-Disciplinary Technical Resource (Resident Engineer) be nominated from the Team as a supervisory function for the duration of the project on a part time basis through stage 4 'Construction', 1 full day or 2 ½ days
- Fulfil all roles, duties and responsibilities required to deliver the PSDP services
- Provision of services through stages 1-5 detailed below from Initial Design, Detailed Design of the Infrastructure, Planning Permission, Procurement & Assessment of a suitable Works Contractor, Construction & Handover

Stage 1 – Initial Design

The Consultant shall:

- Manage and development of the project brief, including programme, budget and risk assessment with IDA Ireland
- Masterplan and Preliminary Design of the proposed infrastructure ensuring sustainability, sufficiency in terms of achieving optimum accessibility and services for the new lands, biodiversity measures should also be included for
- Liaise with the Local Authority, adjoining businesses and utility providers if and where necessary
- Financial modelling for the project
- Prepare survey specifications for all required surveys, procurement* and management of same is under the remit of this commission, tendering processes should be in line with IDA procurement procedures. The surveys should include but not limited to:
 - Site Investigations
 - Topographical Survey
 - Environmental Survey
 - Utilities (GPRS) Surveys
- Prepare strategy for Planning Permission
- Attend and lead meetings with the Employer to progress the commission
- Execute services in accordance with agreed project programme
- Risk Management

****Note: IDA will provide as-built drawings for the existing site infrastructure, where available and where surveys are required, the successful consultant will be required to prepare tenders, issue same and recommend the appointment of suitable contractors to IDA. The actual survey contractors will be directly appointed by IDA.***

Deliverables – (Stage 1)

- Management and Co-ordination of the Project Stage
- Development of Concept Design Drawings for pre-planning meeting
- Attendance at Pre-planning meeting
- Strategy for delivery of the Infrastructure, including but not limited to Risk Assessment, Programme and Budget
- Evaluation of site survey details
- Planning site notice and newspaper compilation

Stage 2 – Detailed Design & Planning Permission

The Consultant shall:

- Develop scheme design from approved outline Concept Design drawings – as per Stage 1 - preparation of design drawings and specification
- Design Team coordination and collaboration with IDA and Stakeholders and develop infrastructure design accordingly to deliver the technical requirements of the IDA and Stakeholders
- Ensure compliance with all relevant standards, TII and local authority guidelines
- Preparation of drawings and supporting technical information for the Planning application for the new road and associated services

- Consultation with the Planning Authority / Building Control / Environmental Authorities – where appropriate
- Prepare & submit application for Planning Permission
- Implement change control procedure if required
- Risk management
- Manage co-ordination of project stage
- Conduct exceptional negotiations with statutory authorities (if required)
- Lodge appeal to An Bord Pleanála (if required)
- Carry out any amendments or revisions to approved scheme design on instruction
- Whole life cycle cost appraisal of scheme in accordance with the requirements of the Capital Works Management Framework, incorporating any additional requirements attached to grant of planning
- Preliminary Green Budget Report
- Prepare preliminary Safety File

Deliverables - (Stages 2)

- Management of the Project brief, including but not limited to Risk Assessment, Programme and Budget
- Approved Planning Permission
- Provision of all PSDP services
- Preliminary Green Budget Report
- Ensure all documentation is prepared and available in advance of Tender, Evaluation and Award, including but not limited to:
 - All drawings and specifications
 - Bill of Quantities
 - Any relevant documentation required for Tender Stage issue
 - Preparation of production drawings from detailed design
 - Preparation of Schedule of Works for tender purposes

Stage 3 – Procurement & Assessment

The Consultant shall:

- Prepare and manage the tender for the works contract under public procurement guidelines – competitive process, it is envisaged that the ‘Open Procedure’ will be used. The works tender must include criteria relating to how sustainability will be managed and tracked and value engineering proposals that will reduce the potential carbon footprint of the project
- Management of responses to subsequent tender queries as they arise following consultation with IDA
- A tender assessment will be made using the evaluation criteria agreed with IDA prior to commencement of the tender competition
- Provide appropriate feedback to candidates in line with the Public Procurement Pillars
- Issue Letters of Intent and Unsuccessful from the process to candidates
- Following Approval from IDA Ireland, preparation of all contract documents and arrange for completion of contract documents. Check all compliance issues in association with IDA Ireland. In conjunction with the entire Design Team coordinate the collation of warranties, bonds and licenses and arrange formal execution by the appropriate parties
- Assist the Employer with appointment of the Project Supervisor Construction Stage (PSCS) and compliance with requirements of the Safety, Health & Welfare (Construction) Regulations 2013
- Arrangement of start on site date
- Ensure works programme is available before start of works on site
- Arrangements for pre-contract meeting
- Chair and minute Design team meetings
- Design team fee management

- Attend monthly Steering Group Meetings
- Risk management

Deliverables – (Stage 3)

The following deliverables will be produced to a level of detail suitable to fully describe the scope of work to enable competitive tendering, in line with Public Procurement Guidelines, a lump sum Build Contractor.

- Bill of Quantities
- Form of Tender
- Tender Documents & Drawings for each stage of procurement process
- Procure suitably qualified Multi-Disciplinary Technical Resource (RE) for Construction Phase (Stage 4 Construction)
- Procure Contractor through relevant procurement process
 - Issue and Management of Procurement Process on E-Tenders
 - Issue of relevant notifications and clarifications over the entire procurement process
 - Management and co-ordination of Invitation to Tender Stage including documentation
 - Evaluation, Analysis & Reporting of submissions to IDA Ireland
 - Issue of relevant notifications and clarifications over the entire procurement process
 - Issue Report on Tenders and Recommendation of award for preferred Build Contractor to IDA Ireland
- Issue of relevant notifications for tender process to successful and unsuccessful bidders
- Issue **Contract Award Notice** on etenders
- Provision of all required PSDP services
- Compilation & Execution of Contract Documentation

Stage 4 – Construction

The Consultant shall:

- Instatement of suitably qualified Multi-Disciplinary Technical Resource (RE) for duration of Stage 4 (1 full day or 2 ½ days required)
- PM and Design Team coordination and collaboration with the IDA and Stakeholders
- Monitor production of bonds and collateral agreements
- Administer terms of building contract
- Provide production /construction information as required
- Visit the works at key stages of construction to inspect progress, quality and contractor's performance, ensure sustainable/biodiverse measures are implemented by the works contractor where possible, certify payments as deemed necessary by design team
- Ensure tracking of project expenditure and align the spend with the principles within the Department of Public Expenditure NDP Delivery and Reform's Green Budgeting Guidance Note
- Ensure works are being completed in accordance with contract documentation and advise IDA Ireland accordingly
- Undertake the Employers Representative role under PWC Contract
- Conduct meetings with contractor to review progress at intervals to be agreed, at minimum monthly
- Raise, log and resolve outstanding design issues with design team and ensure timely decisions
- Vetting and agreement of contractor's drawings in conjunction with design team. Anticipate potential problems and suggesting possible solutions/ contingencies
- Assess all claims under clause 9 and 10 or otherwise in line with contractual timelines
- Issue payment recommendations and certificates for relevant intervals and milestones
- Continually monitor progress against programme.
- Attend and represent the Employer at all meetings with the design team, Contractor and Sub-Contractors on project progress.
- Establish and manage procedures for reporting on the following;

- Performance of the Contractor where this is likely to affect the design, programme and cost of the work
- Any potential disputes
- Actions or incidents likely to affect safety or security
- Prepare monthly report on progress
- Establish and manage procedures for identification of all costs associated with design changes, contract awards, construction activities and Client changes.
- Establish and manage procedures for preparation of financial reports in the form and at the frequency required
- Manage all change control and report on same
- Co-ordinate Client interface on a continual basis
- Secure opinions on Compliance with Planning Permission Regulations
- Secure as built drawings for Project
- Provide on-going cost plan/budget management services to IDA Ireland at regular intervals
- Assist in execution of legal agreements in respect to practical commencement and practical completion dates of facility
- Provide opinions on Compliance with Planning Permission and Building Regulations

Deliverables – (Stage 4)

- Finalise public works contract
- Ensure compliance with all relevant Build Standards and regulations.
- Production and Construction information as required by the Contractor
- Reinforcement schedules and all structural design documents
- Full Contract Administration over the course of the Stage
- Minutes of regular site meetings
- Site inspection reports
- Monthly Site Progress Reports
- Periodic evaluations of works progress
- Cost Management & Budget reports
- Agreement of Stage payments and Final Account
- Opinions on compliance with Planning Permission and Building Regulations
- Issue of all relevant certification for building compliance and payment at appropriate intervals
- Design team contract and fee management

Stage 5 – Handover

The Consultant shall:

- Co-ordination of the project stage
- Substantial completion / certification
- **Green Budget Report (*in line with the principles within the Department of Public Expenditure NDP Delivery and Reform's Green Budgeting Guidance Note*) to determine the Carbon Classification of the project (unfavourable/ favourable/ neutral)**
- Arrange procedure for handover- Issue all documentation
- Monitor preparation of 'Handover Package'
- Provision of as-built drawings
- Liaise with contractor regarding issue of Safety File
- Final account resolution
- Advise contractor of defects arising. Ensure that snag lists are prepared and monitor their completion at the appropriate level.
- Monitor contractor's performance in dealing with defects

- Provide monthly report on actions taken with defects
- Carry out end of defects period inspection
- Check that defects have been rectified
- Issue making good defects and final certificates
- Make recommendation on further retention or release of retention monies and provide relevant certification.
- Risk management
- Attend meetings where appropriate.

Deliverables – (Stage 5)

- Opinions on compliance with Planning Permission
- Handover of Safety File, including As-Built File at Project Completion
- Carbon Classification Report
- Issue of all certification relevant to the Project, including Payment Certification
- Advise of completion of all defects and production of final certification

It must be noted that IDA reserves the right to terminate the contract at any stage throughout the process.

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### **3 Conditions of Appointment**

#### **Appointment**

Note all appointments will be made under the Government “Standard Conditions of Engagement for Consultancy Services (Technical)” will be employed.

#### **Freedom of Information Act 2014:**

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. IDA Ireland cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to IDA Ireland’s obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). IDA Ireland accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

The Company should be aware that, in accordance with section 6 (9) of the Freedom of Information Act 2014 any record in the Company’s possession shall, in so far as it relates to the service provided under this contract, be deemed for the purposes of the Act to be held by IDA Ireland and shall be made available to IDA Ireland, upon request, for the purposes of the Act, for retention by IDA Ireland, for such period as IDA Ireland considers reasonable in the circumstances.

Information provided to IDA Ireland may be disclosed in response to a request under the Freedom of Information Act 2014. Should the Company consider that any such information is commercially sensitive, it should, when providing the information, identify same and specify the reasons for the sensitivity. IDA Ireland will consult with the Company regarding information identified by it as sensitive before making a decision on any freedom of information request received.

#### **Conflict of Interest**

Any conflict of interest or potential conflict of interest must be fully disclosed in writing to the Contracting Authority as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, the Contracting Authority shall, in its absolute discretion, decide on the appropriate course of action. Where a consultant or group of consultants proposes to be on more than one team bidding for the Contract, the relevant Tenderers must provide a statement that they are aware of this multiple participation, and that it has been brought to the attention of all concerned.

The Contracting Authority will then investigate the circumstances to see if this multiple participation could result in a distortion of competition. Where it is felt that competition may be distorted, the consultant (or group of consultants) will be informed of this and instructed that if it still wishes to participate in the competition it must go forward on only the number of bidding teams considered appropriate by the Contracting Authority.

#### **Data Protection**

The contractor warrants that it will comply with all obligations under the applicable data protection laws which shall include but not be limited to Regulation 679/2016 and the Data Protection Act 2018.

**Audit**

1. IDA Ireland reserves the right to carry out an audit of all appropriate records of the appointed consultant relating to the performance of this Agreement at any time, as and when IDA Ireland determines this to be necessary.
2. The appointed consultant shall maintain accurate records at all times. In particular the appointed consultant shall retain all appropriate financial, statistical, administrative and all other relevant supporting papers and records in both hard and electronic form in relation to the performance of this agreement and shall make all such records and papers available to IDA Ireland and its authorised representatives upon reasonable notice for the duration of this agreement and for a period of 7 years following the date of this agreement, or for such longer period as IDA may request.
3. IDA may conduct the audit contemplated by this clause either with its own internal resources or by utilising the services of a third-party auditing firm, in IDA Ireland's absolute discretion. IDA Ireland may copy, at its own expense, any record mentioned by this clause.
4. IDA Ireland reserves the right to meet with the appointed consultant external auditors to discuss any issues that it may identify which could impact on the delivery of the services contemplated in this agreement to IDA Ireland.
5. The financial information referred to in point 7 hereof shall include, without limitation, such information, data, ledgers, bank statements, accounts, authorities, directions and instructions to the appointed consultant auditors, accountants, banks and other servants or agents, and any other papers which may be reasonably necessary to enable IDA Ireland to exercise its right of audit to satisfy itself that the appointed consultant has complied with the terms of this agreement.



