JCA Architects

SINGLE APPROVAL PROCESS
Sponsoring Agency Progress

The development of 11no. new Social Housing units including Enabling Works at 102 Main Street Portlaoise

Project Number	**26007**
Revision	**1.1**
Date	**30/07/2026**

Project Start Date
07/07/2026

			Responsibility	Start	Finish	Days	Weeks
Preliminary Assessment of Site Suitability		Kick Off Meeting to Substantial Completion	Client	07/07/2026	02/10/2029	1183	169
		Main Works - Start on Site to Substantial Completion	Client	01/05/2028	01/10/2029	518	74
Feasibility	**Stage 1**	**Feasibility to DOHLG Review & Part VIII Amendment**		**07/07/2026**	**12/01/2027**	**189**	**27**
	1	Kick Off Meeting	DT	07/07/2026	14/07/2026	7	1
	2	SiteVisit	DT	13/07/2026	13/07/2026	0	
	3	Data gathering/ information collection	DT/LCC	13/07/2026	27/07/2026	14	2
	4	Design Team Compile list of surveys / additional consultants	DT	13/07/2026	20/07/2026	7	1
	5	Topo surveyor appointed - Topo carried out and survey supplied to design team	LCC	27/07/2026	24/08/2026	28	4
	7	Remaining Site surveys (where feasible before Enabling Works) Issued to design team.	LCC	03/08/2026	31/08/2026	28	4
	6	Topo survey - second survey post Enabling Works. Issue to design team.	LCC	17/05/2027	07/06/2027	21	3
	8	Build over application to Uisce Éireann	OCSC	20/07/2026	03/08/2026	14	2
	9	Other Utilities Engagement - ESB EIR /Comms	OCSC	20/07/2026	10/08/2026	21	3
	10	Fire Strategy Review of existing	JCA	17/07/2026	14/08/2026	28	4
	11	Façade Review - feasibility of materials as approved , daylight & overlooking impacts	JCA	17/07/2026	14/08/2026	28	4
	12	Review against DHLGH Requirements	JCA	17/07/2026	14/08/2026	28	4
	13	DAC Review	JCA	17/07/2026	14/08/2026	28	4
	14	Building Services Review - heating, ventilation, renewables, service risers, sprinklers, additional plant rooms?	OCSC	14/08/2026	28/08/2026	14	2
	15	Design Risk Assessment & Access & Maintenance	DT / OCSC	14/08/2026	28/08/2026	14	2
	17	Outline Cost Plan	MCOR	24/08/2026	14/09/2026	21	3
Outline Design	18	LCC review of amended Layouts, Cost Plan. Include consultation with LCC Planning.	LCC	14/09/2026	28/09/2026	14	2
	19	Input of LCC and Cost feedback by DT. Prep for DHLGD submission	DT	28/09/2026	12/10/2026	14	2
DHLG Interim Review	20	DHLGH Architectural Advisor - Review of layout, Initial Cost Plan	DHLGH	12/10/2026	09/11/2026	28	4
	21	Input of feedback by DT. DT prepare pack for Amendment to Part VIII	JCA	09/11/2026	23/11/2026	14	2
Outline Design	22	Part VIII Amendment - review and decision. INCLUDING CHRISTMAS ALLOWANCE	LCC	23/11/2026	01/02/2027	70	10
	23	CHRISTMAS BREAK		21/12/2026	11/01/2027	21	3
DHLG Interim Review / Enabling Costs	**Stage E2**	**Enabling Works including Site Investigation - Design Tender Action Evaluation & Award**		**14/09/2026**	**23/11/2026**	**70**	**10**
	24	Receipt of survey information from LCC (Measured survey, utilities, legal boundaries)	LCC	14/09/2026	14/09/2026	0	0
	25	Architect Design - Enabling Works	JCA	14/09/2026	12/10/2026	28	4
	26	Civil Design site - Enabling Works	OCSC	14/09/2026	12/10/2026	28	4
	27	Structural Design - Enabling Works	OCSC	14/09/2026	12/10/2026	28	4
	28	Design Risk Assessment	OCSC / DT	14/09/2026	12/10/2026	28	4
	29	Detailed design coordination + checking , draft tender pack	DT	12/10/2026	19/10/2026	7	1
	30	PSDP input (Preliminary H+S Plan)	DT	12/10/2026	19/10/2026	7	1
	31	Draft Tender Pack - LCC to review & engage neighbouring landowners - advise amendments where necessary	LCC	19/10/2026	02/11/2026	14	2
	32	Draft Tender Pack - QS to prepare Bills of Quantities	MCOR	19/10/2026	02/11/2026	14	2
	33	Draft Tender Pack - QS QS query lists	MCOR	19/10/2026	02/11/2026	14	2
	34	Tender Pack preparation in line with VE + BOQ	MCOR	02/11/2026	09/11/2026	7	1
	35	Award Criteria Input	DT	02/11/2026	09/11/2026	7	1
	36	Revised Preliminary Health and Safety Plan	OCSC	02/11/2026	09/11/2026	7	1
	37	LCC Review	LCC	09/11/2026	16/11/2026	7	1
	38	Update Drawings + BOQ + as required	DT	16/11/2026	23/11/2026	7	1
	Stage E3	**Enabling Works Tender Action**		**23/11/2026**	**15/01/2027**	**112**	**16**
	39	Tenders issued to E-tenders		23/11/2026	21/12/2026	28	4
	40	CHRISTMAS BREAK		21/12/2026	11/01/2027	21	3
	41	Post tender clarifications + Tender report	DT	11/01/2027	25/01/2027	14	2
	42	LCC Review	LCC	25/01/2027	01/02/2027	7	1
	43	**DHLGH Review (enabling works costs)**	DHLGH	25/01/2027	15/02/2027	21	3
	44	Issue Letter of Intent & unsuccessful letters to contractors	LCC	15/02/2027	15/02/2027	0	0
	45	2 weeks standstill period - receipt of LOI information requested		15/02/2027	01/03/2027	14	2
	46	Contractor insurances to LCC insurers		15/02/2027	01/03/2027	14	2
	47	Review of Contractor documents, site specific documents, H&S, management plans	DT	15/02/2027	01/03/2027	14	2
	48	Precommencement meeting		01/03/2027	01/03/2027	0	0
	49	Managers order/ Letter of Acceptance to be issued		01/03/2027	08/03/2027	7	1
	50	Commencment notice + Start onsite		08/03/2027	15/03/2027	7	1
	Stage E4	**Enabling Works including Site Investigation - Construction Phase**		**15/03/2027**	**28/06/2027**	**105**	**15**
	51	Contract documents signed	JCA	15/03/2027	15/03/2027	0	0
	52	Commencement Notice & Start on Site - 2 weeks to start on site	DT	15/03/2027	29/03/2027	14	2
	54	Initial Site Clearance to Site Investigation	DT	29/03/2027	19/04/2027	21	3
	55	**Site Investigation & Information Issue to DT**	DT	19/04/2027	17/05/2027	28	4
	56	Issue interim progress reports	JCA	19/04/2027	26/04/2027	7	1
	57	Issue interim budget reports	KSQS	19/04/2027	03/05/2027	14	2
	58	Remaining Site Clearance & Temporary Works	DT	19/04/2027	14/06/2027	56	8
	59	Issue quality reports & survey, contractors valuation	DT	14/06/2027	28/06/2027	14	2
	60	Substantial Completion	LD	28/06/2027	28/06/2027	0	0
		Enabling Works- Handover of Works		**28/06/2027**	**26/07/2027**	**28**	**4**
	61	Prepare final account		28/06/2027	26/07/2027	28	4
	62	Snag list		28/06/2027	12/07/2027	14	2
	63	compliance reports		28/06/2027	12/07/2027	14	2
	65	Safety File		28/06/2027	26/07/2027	28	4
DHLGH FUNDING DECISION	**Stage 2a**	**Main Works - Scheme Design to DHLGH Approval**		**01/02/2027**	**02/08/2027**	**182**	**26**
	66	Detailed layout development (input of Part VIII amendment comments)		01/02/2027	15/02/2027	14	2
	67	Detailed layout development (inc. Fire & DAC progression)		01/02/2027	15/02/2027	14	2
	68	Architecture detail design - Main Works		15/02/2027	10/05/2027	84	12
	69	Civil Design - Main Works		15/02/2027	10/05/2027	84	12
	70	Structural Design - Main Works		15/02/2027	10/05/2027	84	12
	71	M+E Design - Main Works	MCOR	15/02/2027	10/05/2027	84	12
	72	**QS to prepare Bill of Quantities**		**10/05/2027**	**31/05/2027**	**21**	**3**
	73	Detailed design coordination + checking (M+E/St. Eng/Civils). **Input Enabling Works Interim Survey Info**	DT	17/05/2027	31/05/2027	14	2
	74	DT & LCC Review Cost Plan, sValue Engineering -QS query lists	LCC/DT	31/05/2027	14/06/2027	14	2
	75	Input VE changes		17/05/2027	31/05/2027	14	2
	76	LCC Review	LCC	31/05/2027	07/06/2027	7	1
	77	DT updates		07/06/2027	21/06/2027	14	2
	78	Submission to DHLGH for Funding Decision	LCC	21/06/2027	21/06/2027	0	0
	79	**DHLGH review periord through to Funding Decision**	**DHLGH**	**21/06/2027**	**02/08/2027**	**42**	**6**
Review Approval Conditions & Finalise for Statutory Approval Review Outcome of Statutory Approval Prepare for Tender / Detailed Design	**Stage 2b**	**Main Works - Scheme Design to Tender & Tender Award**		**02/08/2027**	**17/01/2028**	**168**	**24**
	80	DHLG Approval Conditions Input by Design Team	DT	02/08/2027	16/08/2027	14	2
	81	**Layout updates post enabling works**	DT	02/08/2027	16/08/2027	14	2
	82	FSC and DAC perparation to submission	DT	16/08/2027	30/08/2027	14	2
	83	**FSC and DAC stautory period (inc. Christmas Break)**	**F & D Officers**	**30/08/2027**	**25/10/2027**	**56**	**8**
	84	Design Team review / amendments as FSC & DAC	DT	25/10/2027	08/11/2027	14	2
	85	Update tender package in line with VE + Final BOQ	DT	25/10/2027	15/11/2027	21	3
	86	Revised Preliminary Health and Safety Plan		25/10/2027	15/11/2027	21	3
	87	Update BOQ + as required	MCOR	15/11/2027	22/11/2027	7	1
	88	LCC Review		22/11/2027	06/12/2027	14	2
DHLG Interim Review	89	**DHLGH Review (cost, layout amendments)**	**DHLGH**	**06/12/2027**	**20/12/2027**	**14**	**2**
	90	Amendments if necessary as DHLGH Comments		20/12/2027	27/12/2027	7	1
	91	CHRISTMAS BREAK		20/12/2027	10/01/2028	21	3
	92	Amendments if necessary as DHLGH Comments		10/01/2028	17/01/2028	7	1
Issue Tender Assess Tender Returns	**Stage 3**	**Tender Action**		**17/01/2028**	**01/05/2028**	**105**	**15**
	93	Tenders to E-tenders		17/01/2028	14/02/2028	28	4
	94	Post tender clarifications + Tender Evaluation		14/02/2028	28/02/2028	14	2
	95	LCC Review		28/02/2028	06/03/2028	7	1
DHLG Interim Review	96	**DHLGH Approval**	**DHLGH**	**06/03/2028**	**27/03/2028**	**21**	**3**
Assess Tender Returns	97	Issue Letter of Intent & unsuccessful letters to contractors		27/03/2028	27/03/2028	0	0
	98	2 weeks standstill period- receipt of LOI information requested		27/03/2028	10/04/2028	14	2
	99	Contractor insurances to CCC insurers		27/03/2028	10/04/2028	14	2
	100	Review of Contractor documents, site specific documents, H&S, management plans		10/04/2028	24/04/2028	14	2
	101	Project Award & Precommencement Meeting		24/04/2028	01/05/2028	7	1
Contract Implementation	**Stage 4**	**Construction**		**01/05/2028**	**01/10/2029**	**518**	**74**
	102	Contract documents signed (if not done so before CN issued)	JCA	01/05/2028	08/05/2028	7	1
	103	Monitor Project	DT	01/05/2028	17/09/2029	504	72
	104	Issue interim budget reports	MCOR	01/05/2028	17/09/2029	504	72
	105	Issue interim progress reports	JCA	01/05/2028	17/09/2029	504	72
	106	Issue interim quality reports	DT	01/05/2028	17/09/2029	504	72
	107	Assess and report on Contractor's valuations	MCOR	01/05/2028	17/09/2029	504	72
	108	Completion Certificate	JCA	17/09/2029	01/10/2029	14	2
	Stage 5	**Handover of Works**		**01/10/2029**	**30/09/2030**	**364**	**52**
	109	Prepare final account	MCOR	01/10/2029	24/12/2029	84	12
	110	Snag list	DT	01/10/2029	29/10/2029	28	4
	111	compliance reports	DT	01/10/2029	29/10/2029	28	4
	112	Safety File	DT	01/10/2029	29/10/2029	28	4
	113	Maintenance Period.	Contractor	01/10/2029	30/09/2030	364	52