



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



Drumsna to Jamestown Greyway Connection

Consultant's Brief: August 2026

1.0 Introduction & Context

1.1 Summary of Competition:

Roscommon County Council wishes to appoint a Civil Engineering Led Consultancy provide services to take a project to planning, and then through detailed design to delivery on the ground (subject to funding).

The successful tenderer will deliver on TASK 1: STAGE (ii)a (ii)b now, but TASK 2: STAGES (ii)c, (iii), (iv) & (v) are subject to funding and approval to proceed from Roscommon County Council. Refer to CWMF for stages.

The project involves creating a shared footway/cycleway to link two rural villages; Jamestown and Drumsna. The rural villages are located in County Leitrim, but due to the nature of the county boundary layout in the locality – the lands and road network between the villages lie within County Roscommon.

Roscommon will be the Client for the purposes of these services, but close liaison with Leitrim County Council will be required on an ongoing basis.

It may be the case that Roscommon formalizes the relationship with Leitrim County Council in due course in respect of statutory powers for any aspect of the project that impacts the administrative area of Leitrim County Council (eg village tie-ins at either end of the link).

Some preliminary work was completed on this project a number of years ago for a funding application to the NTA. An on-road route was proposed. That funding application was unsuccessful, and the project did not continue.

The services on this project include an assessment of the previously developed preliminary design report, a brief assessment of the route selected at that time to confirm whether any alternative routes should be considered (eg overland), particularly in respect of the eastern half of the

project. Once complete, the agreed route shall be developed (preliminary design) and taken through the statutory part 8 planning process.

Subject to funding being secured and with planning consent successfully secured, the team will then be tasked with carrying out a detailed design of the approved route and prepare a construction tender pack for the construction of the greyway. The team will also be responsible for the supervision of the project and contract management until handover and final close out of a defects period 12months after substantial completion.

- The focus of the assessment of the original preliminary design report is to examine the on-road route and to investigate if there is merit at taking any section of the route offline.
- The preliminary design stage should focus on and consider any elements not fully considered in original document and prepare content for planning.
- The statutory planning process should consider all constraints to develop a robust part 8 application.
This may include but not limited to AA Screening report, Archeological Assessments report, Ecological surveys and assessments. Flood risk, road safety audit, traffic and transport assessment, preliminary health and safety plan, construction environmental management plan.

When funding is secured to deliver the works on the ground, Roscommon County Council intends to extend the services of the successful tenderer to include for the remaining stages and gateways such as Detailed Design and construction tender preparation, Employers Representative role during the construction period and handover (detailed design, ER role during construction, handover).

1.3 High Level Scope

The Contracting Authority is seeking expressions of interest from a suitably qualified engineering led multidisciplinary design team to prepare a preliminary design and obtaining part 8 planning consent for the development of a greyway connecting Jamestown and Drumsna in Northeast Roscommon (See Appendix 1. location map).

The proposed route will mainly be located along the local primary road L-1037 (60km/h speed limit) as per the previous preliminary design report (Refer to Appendix 1).

The Greyway aims to provide a safe, accessible, and sustainable route for walking and cycling, enhancing local connectivity and promoting active travel and tourism within the region. An examination of the previously produced preliminary design report should be assessed and may form the basis of the preliminary design. The appointed Design Team shall be appointed as PSDP and shall take full responsibility for the design. The civil engineering design team should examine technical, environmental, and social factors, ensuring that the project aligns with community needs, regulatory, safety and design standards, and long-term development goals. An integral part of the greyway is to ensure the overall project delivers on expanding & supporting sustainable tourism in the area.

The preliminary design should draw on comparable greyways/greenways of similar scale while utilising regional tourism strategies (Hidden Heartlands, Shannon Masterplan and both Leitrim and Roscommon County Council tourism strategies).

Following this assessment of the existing preliminary design report and examination of alternatives, a preferred route will be selected and a final preliminary design will be developed together with a high-level costed design for the preferred option selected. That preliminary design shall also consider the tie-ins at either end of the scheme. There are bridges at both

ends of the scheme that are relatively narrow and the Design Team shall consider how best to achieve appropriate termination points for the scheme, which may include traffic management or other active travel measures up to and including the bridges themselves. Relevant design standards shall be considered.

Upon completion of the preliminary design the Design Team shall prepare a comprehensive planning pack.

Subject to Roscommon County Council giving approval to proceed, the Design Team shall prepare a detailed design and construction tender pack. The Design Team lead shall then take on the role of ER as construction proceeds, until final certification, handover and end of the Defects Period.

2.0 Detailed Specification of Requirements

NOTE: The Appended Preliminary Design report carried out under Active Travel funding should be reviewed/examined and alternative route options should also be considered as part the preliminary design process. This pre-existing Preliminary design report was prepared under an active travel funding stream which was unsuccessful to secure the required funds to bring the project to its next stage. This document is appended to the tender pack as part of background information.

The appointed Design Team shall complete the following services for **TASK 1: Stage (ii)a (ii)b:**

2.1 Broad Scope

Prepare the Preliminary design and Part 8 Planning documentation required to advance the project through the statutory consent process (to end of Task 1).

2.2 Detailed Scope

Design

- **Review and examine the existing Preliminary Design Report.** That report includes a preferred route as well as drafted land acquisition maps, high level costings for the preferred route, Typical Cross sections and Stage 2 Road Safety Audit. All the above should be reviewed and considered as part of the preliminary design process.
- Assess the route selected in the existing Preliminary Design Report and consider the feasibility of any reasonable alternative routes (eg overland). Prepare a **brief preferred route option report** with a maximum of up to 2 alternative route options, including a selection matrix and conclusion re preferred option.
- Provide a clear overview of route options considered, including technical, environmental, and social assessments undertaken during the project.
- Present detailed descriptions and rationale for the preferred route option, supported by illustrative drawings, maps, and visualisations.
- Identify Engineering requirements/challenges such as bridges, boardwalks, retaining structures, drainage solutions, and road crossings/junctions for the route.
- Identify potential landscape and architectural elements, including signage, seating, viewpoints, trailheads, and amenity areas that should form part of the preferred option.
- **Assessment(s) and survey(s) of the proposed site** to include a desktop assessment and high-level walkovers, Archaeological, habitat, biodiversity studies, other relevant studies and screenings which may inform the overall route selection.
- Ensure that universal accessibility principles and minimising environmental impacts are central to the route option/selection and preliminary design. Consideration should be given to road safety and any security aspects, including vulnerable road users, visibility, natural surveillance, and separation of walking/cycling routes where appropriate. The preferred route option should incorporate any environmental considerations and incorporate mitigation measures to minimise impacts on habitats, watercourses, and heritage features.
- Prepare a preliminary design for the preferred route, environmental screening reports, and risk assessments. That preliminary design shall provide for appropriate terminations of the scheme at either end, taking into account any traffic management of Active Travel measures needed at or across the bridges at either end. If traffic lights across bridges are recommended the Design Team shall provide for the preliminary design of same. The design shall include widths, surfaces, gradients, and access points.
- Provide details, drawings etc. on the preferred route to include potential ancillary facilities/infrastructure (parking, signage, seating, bike parking, lighting, traffic management measures and other road safety measures where justified via design standards), and an implementation plan with phasing of the proposed project through its project lifecycle based on the potential funding streams that are currently available to deliver such a project.
- All design proposals including landscaping, signage, bike racks, seating etc. must consider potential vandalism and the need to avoid “hidden areas”. The design shall minimise the need for any future long-term maintenance required.
- All Designs shall be developed in accordance with the relevant NTA Design Manuals, including, inter-alia; Permeability Best Practice Guide, National Cycle Manual, Universal Design – Walkability Audit Tool for Roads and Streets.
- Finalisation of a site plan, drawings (plan, profile, cross sections, landscaping, drainage, road layout, road markings, traffic management measures, lighting) for preferred option having regard

to existing infrastructures/project milestones/funding goals/statutory consents and permissions

- Present visualisations or illustrative sketches to communicate the character and experience of the preferred route.
- Present a robust and compelling justification for progressing each element of the project, demonstrating its economic, social, tourism, safety, biodiversity, and environmental benefits, while also identifying any potential risks to the area.
- Recommend an appropriate sequencing strategy for phased project delivery.

Lands & Landownership

- Establish and/or reconfirm land ownership and any third-party lands potentially affected for the preferred route.
- Prepare drawings showing any proposed landownership/purchase/acquisition.

Planning & Community Engagement/ Consultation

- Outline a compelling case for advancing the project based on economic, social, tourism, biodiversity and environmental impacts including potential risks to the area.
- Complete pre-planning consultation with Roscommon County Council and Leitrim County Council to establish project feasibility and its constraints/opportunities.
- Identify all key stakeholders, including landowners, local authorities, community groups, environmental agencies, tourism bodies, utility providers and relevant statutory consultees, (National Monuments Service, Waterways Ireland, NPWS, An Taisce, Uisce Eireann, Failte Ireland, TII, etc).

- Initiate early engagement with internal and external stakeholders to gather preliminary feedback on potential route options and constraints.
- Conduct stakeholder meetings, workshops, or interviews to discuss project objectives, concerns, opportunities, and expectations.
- Engage with local community representatives, including residents, schools, and businesses, local businesses to understand community needs and preferences.
- Document landowner perspectives and highlight any access issues, ownership constraints, any sensitivities, or opportunities for collaboration. Support early, non-binding engagement. Map out any acquisition risks.
- The Design Team shall allow for 2 no. non-statutory **in-person** public consultations where the emerging option and indicative design and affected lands are displayed. This shall occur prior to finalising the preliminary design so that the views of the public can be obtained and feed into the finalisation of the preliminary design. The Contracting Authority shall cover the cost for this information event which will include, if applicable, venue hire & advertisement and all necessary promotional materials to maximise attendance at the event.
- Prepare a Stakeholder Engagement Report summarising all interactions, feedback received, and implications for the development of the project.
- Amend the preliminary design and update costings as necessary following receipt of feedback from public consultation, consultation with Roscommon Municipal District Members and consultations with other stakeholders and interested parties.
- Produce a **Final Project Review Report** incorporating final concept design including all drawings necessary to adequately illustrate the proposed project, final menu of options and associated costings for

the scheme, updated relevant submissions from all disciplines within the Design Team relating to and explaining the recommended design options/costings for the project and demonstrating the feasibility and economics of the recommended solution.

- **Final Project Review Report** shall include:
 - All drawings necessary to adequately illustrate all proposed design.
 - Outline designs for alternatives considered, to demonstrate the feasibility and economics of the recommended solution.
 - Details of all cost estimates for the proposed scheme and for the various alternatives considered.

Costings

- Prepare high level cost estimates for each route option
- Prepare a preliminary Order Of Magnitude cost plan inclusive of VAT for each option/element/phase of the project. The OOM shall include construction costs, professional fees, land acquisition/dedication, compensation/accommodation works, environmental mitigation and any other costings required to deliver the scheme.

Data & Studies & Surveys

Preparation of a Project Execution Plan and a detailed work programme.

- Collect and review all existing data (mapping, previous studies, planning policies, land ownership records)
- Undertake a detailed site walkover to observe current conditions, constraints, and opportunities.
 - Identify existing access points and desire lines between Jamestown and Drumsna.

- Review bridge and road layouts at either end of the scheme including dimensions, interaction with footpaths, accesses etc. (with a review to determining final proposals for terminations at either end).
 - Assess topography and ground conditions, including embankments/cuttings slopes, drainage, junctions house entrances, setbacks, geology, soil types, flora and fauna and flood risk areas.
- Procure and Manage Surveys/assessments of the proposed site to include desktop and high-level walkovers studies/assessments.
 - Topographical surveys.
 - Ecological Report (EcIA) (protected species/ invasive species, ecology of the area and impacts of projects including proposed mitigation to reduce impacts)
 - AA Screening Assessment of Cultural, archaeological, and heritage assets and impact on same.
 - Review hydrology and watercourses, culverts and road crossings,
 - Assess potential engineering requirements.
 - Map environmental and ecological features
 - Consideration to be given to offline routes if deemed appropriate.

and other relevant studies which may inform the overall preferred route

Evaluate existing infrastructure such as existing roads, paths, bridges, drainage, and utilities.

- Identify constraints and risks (environmental, technical, legal, or social).
- Identify constraints and design measures needed at either end of scheme (bridges) to determine how best to terminate the scheme.

- Document opportunities for connectivity, scenic viewpoints, rest areas, off road routes and linkages to other community amenities.
- Prepare a comprehensive site constraints and opportunities map to inform route option selection/development.
- Prepare a preferred route option with a maximum of up to 2 alternative route options.

2.3 Deliverables by Design Team for the Part 8 Planning Process

- Engineering Report
- Statement of Planning Compliance
- All drawings necessary for Part 8 planning pack
- Road Safety Audits
- Traffic and Transport Assessment
- Quality Audits- Covering Walking, Cycling, & Accessibility
- Liaise with Roscommon County Council and Leitrim County Council Roads & Transportation Units, Active Travel Units, and Planning Units regarding the project & submit any approval applications to secure consent for the proposed new greyway.
- Invasive Species Survey
- Appropriate Assessment (AA), Environmental Impact Assessment Screening Report (EIAR) & Ecological Impact Assessment Report along with any other necessary Environmental Reports.
- Any other report deemed necessary as part of Part 8 Planning process to include Flood Risk Assessment, Cultural Heritage Report etc.
- Consider any submissions/observation received and provide Roscommon County Council with responses to

submissions/observations for inclusion in the Chief Executive's Report (prepared by RCC).

- Post Part 8 Planning, provide for any updates to drawings, Documents and Reports to reflect any changes approved or amended as a result of the Part 8 Planning process.

Typical but non exhaustive list of documents required for publishing Part 8 Notices include:

Site Notices, Newspaper Notices, Environmental (AA Screening EIAR Screening, & EIA Screening and any necessary reports (i.e. Ecological Report) following findings in surveys carried out, Traffic & Transport assessments including Stage 1 Road Safety Audit. Design Statement. Drawings containing – Site Location Layout along with Civil/Structural/Drainage Lighting, Landscaping etc. existing and proposed layouts.

2.4 Other Duties

- Provide a Project Delivery Programme outlining next steps, key milestones, permissions required, and anticipated timelines. Consideration should be given to the potential for phased delivery of the project and the implications associated with such an approach.
- The Consultant shall be required to work iteratively with Roscommon County Council in the design development process and the implementation process. The Design Team shall allow for fortnightly meetings on MS Teams and 2 no. Face to Face meetings (Áras an Chontae, Roscommon Town) during Task 1.
- Perform duties in respect of all relevant statutory requirements/procedures as necessitated by the project including the

preparation of drawings and documentation and attendance at meetings to obtain necessary approvals for the Project in accordance with the requirements of National and European legislation.

- The Consultant shall perform all the duties of the Project Supervisor Design Process relating to the project in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 and any amendments thereof.
- Ensure the final preliminary design is suitable for use in decision-making and supporting funding applications, planning processes, and progression to detailed design.
- Submit all deliverables in editable and final PDF/DWG formats for printing, including maps, drawings, and appendices.

(SUBJECT TO APPROVAL TO PROCEED)

The appointed Design Team shall complete the following services for **TASK 2: STAGES (ii)c, (iii), (iv) & (v)**

Building upon the design that secures part 8 planning consent, together with any requirements arising from the process, and supported by re-engagement and consultation with the relevant stakeholders, the Consultant shall complete a detailed design sufficient to enable the preparation of a construction tender pack of high standard.

The Consultant shall allow for the procurement, management & supervision of enabling contracts necessary to complete detailed design stage – Physical SI/ detailed topographical surveys.

The direct cost of the SI works/ toposurvey/ any enabling contracts will be borne by the Client.

The tender pack for the construction works shall include the full suite of tender documents (latest edition – CWMF, for works designed by the Employer). Requirements for any monitoring, ecological mitigation measures, archaeological considerations shall be considered and incorporated. Detailed pre-tender cost estimates to include fully priced Bill of Quantities, shall be provided.

The Consultant shall manage the tender process for construction of the works, to include administration of the tender competition, completion of a tender assessment report, recommendation the Client, drafting letters to the successful and unsuccessful tenderers. Carry out competency checks on the tenderer to be appointed PSCS in respect of the works contract. Prepare documentation for contract signing.

The consultant shall act as the Employers Representative as part of the construction and handover stage. The key duties and requirements are set out below

Intended Tasks timetable below sets out key deliverables for each of the stages detailing the tasks and timelines:

2.5 Intended TASK 1 - Stage (ii)a & (ii)b Timetable

The Preliminary Design and development of the greyway explaining the Design/Menu of Options including any assessments and costings of the project shall be submitted for comment within **12 weeks** of the letter of acceptance being signed. Subject to approval of progressing to stage (ii)b, the Part 8 Planning shall be submitted within **8 weeks** after the preliminary design is accepted.

The timetable requirements are summarised as follows:

Stage	Task	Scope	Estimated Duration Weeks
Stage (ii)a:	Preliminary Design (review of original preliminary design report and preparation of final preliminary design)	Entire development	12 Weeks
Stage (ii)b	Submission Part 8 Planning (Subject to contracting authority approval)	Entire Development	8 Weeks

Additional requirements

1. The Consultant shall maintain close liaison with the Director of Services, or nominated officer, and the Roscommon County Council Project Team on all aspects of the project. This shall include formal and informal discussions and progress meetings where necessary and as required.
2. The Consultant shall liaise with and advise service providers and Statutory Undertakers as necessary.
3. The Consultant shall prepare a preliminary design for the scheme in full compliance with all relevant EU directives, National Legislation Standards and Regulations and the Brief.
6. The Consultant shall prepare and submit all documentation/associated drawings in hard copy and digital format, compatible with Roscommon County Council's computer facility formats.
7. The Consultant shall continue to undertake the role of PSDP in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 for all for all Preliminary design work associated with this commission.

THE FOLLOWING STAGES TIMETABLES SET OUT BELOW ARE SUBJECT TO FUNDING BEING SECURED IN ORDER TO PROCEED

Intended TASK 2 - Stage (ii)c and (iii) Timetable: Detailed Design, Preparation of Construction Tender Pack, Management of Tender Process. (Subject to approval RCC approval to commence)

The Consultant shall not proceed from Task 1 to Task 2 until instructed to do so by Roscommon County Council.

- 1 The Consultant shall maintain close liaison with the Director of Service and his/her representatives on all aspects of the project. This shall include formal and informal discussions and progress meetings where necessary and as required.
- 2 The Tender Stage involves issuing tender documents onto the e-tenders website, examining, assessing and evaluation of the tenders received and then making recommendations to the Client for the appointment of the contractor for the construction contract(s). The duties in respect of the Tender Process include the following:

- Preparation of all documentation and advertisements for tender competition (to include a pre-qualification process and tender process for successful contractors) as required in respect of the Works Contract;
- Preparation and approval of suitability and evaluation criteria in respect of the tender competition;
- Issue and control of tender documents in respect of the tender competition.
- Issue and control of tender bulletins and document amendments in respect of the tender competition. Deal with queries including “commercial in confidence_ queries in relation to the tender documents and the tender process in respect of the tender competition;
- In respect of the tender competition, assess and evaluate tender submissions, hold pre-award post tender meetings as necessary. In this regard, it is estimated that 2 no. such meetings shall be required in respect of the tender process;
- Rank tender submissions in respect of the tender competition. Review evaluations with Client. Prepare and issue the tender report and recommendation on the result of the tender competition to the Client;
- Competency checks on those to be appointed Contractor PSCS in respect of the works contract;
- Preparation of documentation for contract signing;
- Attend 1 no. meeting with the Client in Roscommon in respect of the tender competition;

The Consultant shall continue to undertake the role of PSDP in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 for all design work and ground investigation contracts associated with the commission.

Stage (iii)	Cumulative Time from Commencement
Detailed Design inc Surveys/SI	16 weeks
Preparation of Construction Tender Pack	6 Weeks
Management of Tender Process and Award.	6 Weeks (may overlap with above)
Total Stage Stage (ii)c (iii) Duration	28 Weeks

Intended TASK 2 - Stages (iv) & (v) Timetable: Construction and Handover (Subject to approval RCC approval to commence).

The Construction Stage involves the contract administration and supervision in respect of the works contract during construction works. Depending on the outcome of funding applications, none, one or both premises may proceed to construction. Refer to Pricing Document for breakdown of pricing.

The Consultant shall generally facilitate the project construction and to provide detailed drawings, information and clarifications as necessary to facilitate the construction works. The Consultant shall manage the construction stage of the project, including contract administration, and shall issue all necessary instructions to the contractor. The Consultant shall be appointed as Employers Representative for the management of the construction contract.

The required services include, inter alia :

- Assisting in the appointment of Site Supervisory Staff including attending on associated interview boards and making recommendations to the Client regarding appointments of Site Supervisory Staff;
- Carrying out the role of Employer's Representative in respect of the works contract;
- Administering and Supervising the contract during the construction period;
- Supervision and management of site supervisory staff;
- Adjudicate and issue monthly payment recommendations certificates in a timely manner.
- Consideration and evaluation of contractual claims, including meetings with contractors, the Client and the Client's legal advisors. As Employer's Representative, make determination in respect of any claims for delay/additional costs made by the contractors during the works and provide timely response to same.
- Preparation of progress reports at monthly intervals including updating cost data and final project financial out-turns, for the duration of the contract
- On site attendance as necessary to liaise with the contractor on issues arising.

- Attendance at fortnightly site meetings, which shall be chaired and minuted by the Consultant.
- Review contractor proposals for materials etc. to be used in the proposed development.
- Liaise with the contractor to ensure that all works are being carried out in accordance with the drawings and specification.
- In conjunction with the contractor, and the contractors work programme, prepare monthly cash-flow estimate.
- The Consultant and each Design Team member shall continue to be aware of the obligations of the Contracting Authority and be aware of and comply with their obligations under the Health and Safety legislation and Safety Health and Welfare at Work (Construction) Regulations 2013 and any amendments thereof;
- The Consultant shall continue to undertake the role of PSDP in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013.

Stages (iv) & (v)	Duration
Construction	36 weeks
Handover of Works, Certification, Final Account.	5 Weeks Following substantial completion 12months following defect period
Total Stages (iv) and (v) Duration	41 Weeks

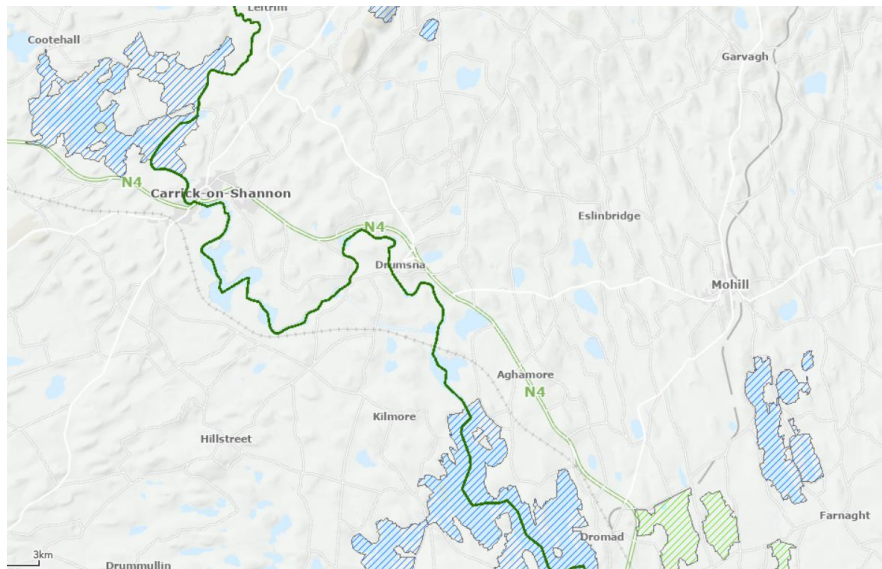
During the Handover Stage all outstanding issues, such as defects shall be dealt with and rectified as necessary in respect of each works contract. The duties include the following:

- Provide substantial completion certificate at handover to the Client.
- Management of issues during the Maintenance Period in the context of continuing to fulfil the role of Employer's Representative for the works contract relating to the project:
- Preparation of Project Closeout Report
- Check and verify that the as-built records correctly represent the situation "on the ground" and confirm this to the Client. Confirm that the as-built records are in accordance with the Contract;
- Handover to the Client all files, drawings and other documents, hard and electronic copy, in suitable containers fully referenced;

- Training of Roscommon County Council staff if/where required;
- Administration of the contract during the defects periods;
- Snagging of the works - draw up a snag list and issue to the Contractor and report on their completion to RCC.
- The Consultant shall agree a final account with the contractor. This will include technical evaluation, assessment and determination on all claims for additional costs and delays made by the contractor.
- The Consultant shall continue to undertake the role of PSDP in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 for all for all design work and ground investigation contracts associated with the commission.
- Handover of the signed off Stage 3 road safety audit and completed safety file for handover

Design Constraints

Environmental – There is no relative significant (Circa 5km) of Environmental Designated Site from the proposed scheme. It is assumed that AA & EIA will screen out.

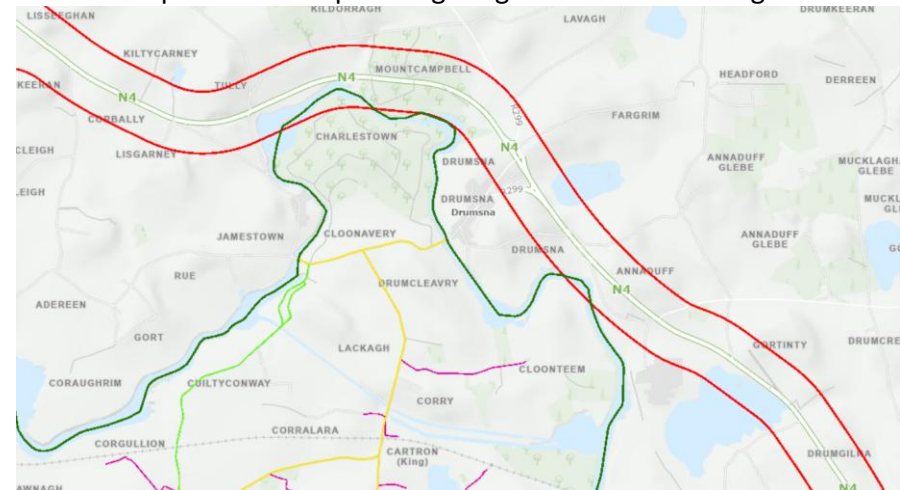


Source - RCC GIS System

Roads – It is expected that the scheme will follow the line of the Local Primary Road L-1037 at most locations but consideration should also be given to off line route options or a combination of both.

The L-1037 HAS poor horizontal alignment & width of circa 3.5m which connects to the two villages of Drumsna and Jamestown.

The roadway also provides access to a number of dwellings on both north and south sides of the L-1037 along with private land access. There is no pedestrian or public lighting infrastructure along the route.



Road Network containing the N4 Carrick on Shannon Bypass Corridor in Red Source - RCC GIS System

3.0 Planning & Policy Context

National and Regional Policy

The central and overarching objective of the National Planning Framework is *securing compact growth* and sustainable development. It also aims to develop a resilient economy, supported by enterprise, innovation and skills. It envisages a growth of 1 million by 2040.

Roscommon County Development Plan (RCDP) 2022 – 2028

<https://www.rosdevplan.ie/roscommon-county-development-plan-2022-2028/>

Leitrim County Development Plan (RCDP) 2022 – 2028

<https://www.leitrim.ie/council/services/planning-building/forward-planning-development/leitrim-county-development-plan>

The project should align with the strategic aims and objectives of both plans.

Roscommon Local Economic and Community Plan (LECP)

The project proposed fits into the following LECP goals:

- “Goal 5: A County where people’s health and wellbeing are supported”
- “Goal 6: An environmentally-conscious and resilient County that prioritises sustainability”.

4.0 Tender Competition Details and Award Criteria

4.1 Consultant / Design Team Procurement

4.1.1 The Capital Works Management Framework (CWMF) is a structure that has been developed to deliver the Government's objectives in relation to public sector construction procurement reform. It consists of a suite of best practice guidance, standard contracts and generic template documents that form four pillars that support the Framework; the pillars are:

- a) A suite of standard forms of construction contracts and associated model forms, dispute resolution rules, model invitations to tender, forms of tender and schedules;
- b) The standard conditions of engagement for consultants, dispute resolution rules, model invitations to tender, forms of tender and schedules;
- c) Standard templates to record cost planning and control information; and for suitability assessment; and
- d) Extensive guidance notes covering the various activities in a project delivery process.
<http://www.constructionprocurement.gov.ie/P4Guidance.aspx>

4.1.2 The strategic objectives of the Government's Capital Works Management Framework are to ensure:

- a) Greater cost certainty at contract award stage;
- b) Better value for money at all stages during project delivery, particularly at hand-over stage; and
- c) More efficient end-user delivery.

4.1.3 Roscommon County Council is using the Open procurement procedure in which an Invitation to Tender for Service (ITTS S2b) is published on the eTenders website and where appropriate in the OJEU. The Open procurement procedure is a single-stage process where interested parties may submit tenders. As part of the tender submission, evidence in relation to suitability must be included. All tender submissions first undergo a Suitability Assessment to determine which tenderers meet the minimum suitability standards. The method of assessment to be used in the open procedure is Pass/Fail only – the Contracting Authority evaluates each submission against a pre-set range of suitability criteria, with minimum standards, to produce a shortlist of those that attained the standards set. For those who meet the minimum standards tenders are evaluated on the basis of pre-set and disclosed award criteria (which include quality as well as price).

4.2 Suitability Assessment

4.2.1 All tender submissions shall undergo a Suitability Assessment to determine which tenderers meet the minimum suitability standards. The method of assessment to be used in the open procedure is Pass/Fail only. Applicants / tenderers must submit appropriate evidence to demonstrate that they meet the minimum standards set for the suitability criteria QC2. Those who fail to submit such evidence, where required to do so, may be eliminated from the procedure.

4.2.2 The published suitability assessment questionnaire QC2 document gives full details of the various suitability assessment criteria applicable to this process. The document indicates the assessment criteria that shall apply to this service, what you are required to submit in response to each criterion and how the criteria shall be assessed.

To summarise please note the following synopsis of the suitability assessment process:

- a) Each candidate is requested to submit declarations or documentary evidence for each of the criteria 3.1, 3.2, 3.3(a) to (g) as indicated in QC2. The evidence shall be assessed on a Pass/Fail basis. Please submit documentary evidence where requested for the Lead Consultant and for each of the specialist skills providers; Civil & Structural, Transportation Engineers, Quantity Surveying, Ecologist, Archaeologist, Hydrologist, Planner and Economic Appraisal.
- b) Each candidate is requested to submit documentary evidence for each of the criteria 3.4(a) to (e) inclusive as indicated in QC2. The evidence shall be assessed on a Pass/Fail basis. Please submit documentary evidence for the Lead Consultant Under the Safety Health and Welfare at Work (Construction) Regulations 2006 – 2013 the contracting authority has a duty to appoint competent designers and supervisors. A supplementary subsection must be completed for the Health and Safety (H&S) aspects of design (3.4.1). Similarly, where the PSDP role is identified as a specialist skill, a supplementary subsection (3.4.2) must be completed for H&S aspects of PSDP. In the response for 3.4(a) to (e) please submit documentary evidence for subsection 3.4.1(a) to (e) relating to H&S competence of each design consultant and also submit documentary evidence for subsection 3.4.2(a) to (e) for the PSDP role. The evidence submitted for 3.4.1 and 3.4.2 must be assessed on a Pass/Fail basis.

4.3 Award Criteria Assessment

4.3.1 The award criterion for this process is the Most Economically Advantageous Tender with a Quality to Price ratio of 70% / 30%. Candidates are asked to prepare and submit a response for each of the published Quality Criteria. Tenders shall be evaluated against the quality criteria set out in this section. Any tender achieving less than 40% of the maximum marks on an individual 'quality' criterion or achieving less than 50% of the total available quality marks shall be excluded from further consideration.

4.3.2 **Quality Criteria** - Tenders shall be evaluated in the award process by reference to the criteria outlined in the Instructions to tenderers.

4.3.3 **Price Criteria** - Tenders shall be evaluated in the award process by reference to the criteria below. Please note that the Comparison Price used in the Price Assessment shall be a sum of (a) and (b) below.

(a) Lump Sum Fee Proposal

- Candidates are asked to submit a fixed price lump sum fee proposal to provide full project consultancy services required to complete scope of services detailed. This figure shall form part of the overall Comparison Price within the Price Assessment.
- Fixed price lump sum fee proposal must include all fees, disbursements, expenses etc in accordance with the Department of Finance circular 33/06 and the Conditions of Engagement for Consultants. Firms shall also submit the time charge per hour for each member of the proposed design team used in the calculation of the lump sum fee proposal.

-

Notional Hours Specified

- Candidates are asked to submit tendered hourly rates as specified in the project Particulars. The Contracting Authority shall apply the Tenderer's tendered hourly rates to the notional hours set out in the Particulars, leading to a notional figure for time charges. This figure shall form part of the overall Comparison Price within the Price Assessment.

(b) Add Tendered Rates for Notional Hours specified

4.4 Tender Documents Submission

4.4.1 The completed tender documentation shall be submitted in accordance with the Instructions to Tenderers.