



Briefing Document

CoAction West Cork CLG – Respite House Project

Design Team Appointment (Stages (i)–(v))

1. Introduction

CoAction West Cork CLG (hereafter “the Client”) is a community-based organisation based in County Cork, in the southwest of Ireland. CoAction was founded in 1974 by a group of parents and friends. For over 50 years, CoAction has grown into a leading provider of disability services across West Cork. Today, the organisation supports over 190 adults and more than 800 children through a wide range of services including day services, respite and residential supports, home supports, supported living, home share, and multidisciplinary services for children with complex needs. CoAction West Cork CLG. is a company limited by guarantee and is a Section 39 organisation under the Health Act 2004. CoAction is primarily funded by the Health Service Executive (HSE).

CoAction is an Approved Housing Body (AHB) regulated by the Approved Housing Bodies Regulatory Authority (AHBRA). We work closely with Cork County Council to meet the housing needs of the people we support, in line with the National Housing Strategy for Disabled People 2022–2027. Our focus includes developing housing options across a continuum of need.

CoAction operates in close collaboration with the HSE, statutory and voluntary organisations, community groups, and local stakeholders. These partnerships are essential in helping people access supports and community participation across West Cork.

As a registered charity, CoAction complies with the Charities Act 2009 and the Charities Governance Code. Our Board of Trustees oversees governance, strategy, and accountability

The Client invites suitably qualified integrated Design Teams to tender for the provision of professional services across Project Stages (i)–(v) for the extension, refurbishment and adaptation of an existing dwelling to create a purpose-built respite service. This service will be regulated the Health Act 2007 and associated regulations by HIQA.

This procurement process is conducted in accordance with OGP public procurement guidelines, including the use of standard conditions of engagement for consultancy services.

2. Project Overview

- **Project Title:** Respite House Development – Clonakilty

- **Location:** Clonakilty, West Cork, Co. Cork
 - **Client:** CoAction West Cork CLG
 - **Project Type:** Extension and renovation of an existing 4-bedroom bungalow
 - **End Use:** Respite accommodation for persons with intellectual disability and/or autism
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3. Project Objectives

The key objectives are:

- To extend and remodel an existing domestic property into a high-quality respite service
 - To ensure compliance with HIQA, HSE and disability design standards
 - To provide a safe, accessible and therapeutic environment
 - To deliver the project in line with budgetary constraints
 - To incorporate best practice in universal design
 - To achieve efficient, sustainable, and durable construction solutions
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4. Scope of Services

The appointed Design Team will provide **consultancy services** across:

Stages (i) – (v) (Capital Works Management Framework aligned)

Stage (i): Inception & Brief Development

- Site appraisal and constraints analysis
- Review of existing dwelling condition
- Development of a detailed project brief with Client
- Preliminary cost advice
- Review of statutory and regulatory requirements

Stage (ii): Concept Design

- Preparation of concept layouts and options
- Stakeholder engagement (including service users where appropriate)
- Preliminary accessibility and compliance review
- Initial cost plan

Stage (iii): Developed Design

- Detailed design development

- Preparation of planning application
- Updated cost plan and value engineering
- Coordination across disciplines

Stage (iv): Technical Design & Procurement

- Preparation of tender documentation (drawings, specs, schedules)
- Compliance with OGP Capital Works Management Framework (CWMF)
- Assistance with contractor procurement process
- Tender assessment and recommendation

Stage (v): Construction & Handover

- Contract administration
- Site inspections and reporting
- Certification and financial control
- Snagging, commissioning and handover
- Preparation of as-built documentation

5. Design Requirements

The Design Team must address:

Accessibility & User Needs

- Full compliance with Part M (Access & Use) of Building Regulations
- Autism-friendly design principles (sensory considerations, layout clarity, acoustic control)
- Accessible bedrooms, bathrooms, and communal spaces
- Safe external environment

Regulatory Compliance

- HIQA standards for residential/respite care
- Health and Safety (PSD Regulations)
- Fire Safety Cert / Disability Access Cert (where applicable)
- Planning permission (if required)

Sustainability

- Energy-efficient design (Part L compliance minimum)

- Consideration of low-carbon technologies
 - Durable materials with low lifecycle costs
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6. Required Design Team Composition

The tenderer shall provide a **multidisciplinary team**, including at a minimum:

- **Lead Consultant (Architect)**
- **Engineer**
- **Quantity Surveyor / Cost Consultant**
- **Project Supervisor Design Process (PSDP)**

Additional specialists (e.g. Fire Consultant, Assigned Certifier) should be included where required.

7. Programme

This project is required to be operational within 15 months of date contract is awarded.

Tenderers are required to submit a **detailed proposed programme** aligned with Stage i - v

8. Budget

- The project will be subject to a fixed capital budget of €1, 100, 000
 - Cost control and value engineering are critical requirements
 - The Design Team must ensure cost certainty at all stages
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9. Procurement & Compliance

The appointment will be:

- Conducted under OGP procurement procedures
- Subject to CWMF Consultant Services Contract
- Compliant with:
 - EU Procurement Directives (where applicable)
 - CoAction's Procurement Policy
 - National Public Procurement Guidelines
 - Capital Works Management Framework

10. Deliverables

The Design Team will be required to provide:

- Stage reports
- Drawings (concept → developed → construction)
- Specifications and schedules
- Cost plans and procurement reports
- Health & Safety documentation
- Final handover documentation

11. Evaluation Criteria (Typical)

Tenders will be evaluated on:

- Quality of approach and methodology
- Relevant experience (healthcare / disability / residential adaptation)
- Team structure and expertise
- Programme and delivery capability
- Cost (fee proposal)

12. Additional Considerations

- Stakeholder engagement (including staff and service users) is critical
- Minimal disruption to surrounding residential area
- Consideration of phasing (if occupation of existing structure is relevant)
- Emphasis on dignity, independence, and comfort for residents

13. Conclusion

This project represents a key investment in enhancing respite services in West Cork. The Client seeks a competent, collaborative and experienced Design Team capable of delivering a high-quality, compliant and cost-effective facility in accordance with public procurement standards.