



Pricing Document

CoAction West Cork CLG – Respite House Project

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

1. Introduction

This Pricing Document forms part of the tender for the appointment of an Integrated Design Team for the extension, refurbishment and adaptation of an existing dwelling to provide a purpose-built respite service in Clonakilty, Co. Cork.

Tenderers are required to submit a comprehensive fixed fee proposal for the delivery of professional services across Stages (i)–(v) of the Capital Works Management Framework (CWMF).

2. Project Cost Basis

- Construction Budget (excl. VAT): €1,100,000
- Fees must be fully inclusive of all disciplines required to deliver the project.
- Pricing should reflect value for money, public procurement compliance, and cost certainty.

3. Scope of Fee

The submitted fee shall include all services required to deliver:

- Lead Consultant (Architectural services)
- Engineering (Civil/Structural and/or Building Services as appropriate)
- Quantity Surveying / Cost Management
- PSDP (Project Supervisor Design Process)
- Coordination and management of the full Design Team
- Attendance at all meetings (Client, design, stakeholder, regulatory)

Additional specialist roles (if applicable) must be clearly identified and costed:

- Fire Safety Consultant
- Assigned Certifier
- BER Assessor / Energy Consultant
- Accessibility Consultant (if proposed)

4. Fee Structure Requirements

4.1 Lump Sum Fee

Tenderers shall provide a fixed lump sum fee, broken down by:

- Discipline
- Project stage (i–v)

4.2 Stage Breakdown (% Allocation Guideline)

Stage	Description	Typical % of Total Fee
Stage (i)	Inception & Brief	5 – 10%
Stage (ii)	Concept Design	10 – 15%
Stage (iii)	Developed Design	20 – 25%
Stage (iv)	Technical Design & Procurement	25 – 30%
Stage (v)	Construction & Handover	30 – 40%

5. Pricing Schedule Template

Tenderers must complete the following:

5.1 Summary Fee Table

Discipline	Fee (€)	% of Total Fee
Architect (Lead Consultant)	€	%
Engineering	€	%
Quantity Surveyor	€	%

PSDP	€	%
Other Specialists	€	%
Total Fee (Excl. VAT)	€	100%

5.2 Stage-Based Fee Breakdown

Stage	Architect (€)	Engineer (€)	QS (€)	PSDP (€)	Total (€)
Stage (i)	€	€	€	€	€
Stage (ii)	€	€	€	€	€
Stage (iii)	€	€	€	€	€
Stage (iv)	€	€	€	€	€
Stage (v)	€	€	€	€	€
Total	€	€	€	€	€

5.3 Hourly Rates (for Variations)

Role	Hourly Rate (€)
Director / Partner	€
Senior Professional	€
Professional	€
Technical / CAD	€
Administrative	€

6. Expenses and Disbursements

- All routine expenses (travel, printing, administration, etc.) must be included in the lump sum fee.
- Any exclusions must be clearly identified.

- Statutory fees are to be excluded and listed separately:

Typical Exclusions

- Planning application fees
- Fire Safety Certificate fees
- Disability Access Certificate fees
- Utility connection charges

7. Cost Control Obligations

The Design Team must:

- Design within the €1,100,000 budget
- Provide cost certainty at each stage
- Undertake value engineering where required
- Ensure alignment with public sector cost management best practice

Failure to maintain budget alignment may impact contract performance.

8. Payment Schedule

Payments will be made based on stage completion, typically:

Stage Completion	Payment %
Stage (i) Complete	16 %
Stage (ii) Complete	31 %
Stage (iii) Complete	51 %
Stage (iv) Tender Issue	55 %
Construction Phase (monthly/interim)	95 %
Final Completion	Balance

9. VAT

- Fees must be stated exclusive of VAT

- VAT to be shown separately

10. Tender Pricing Requirements

Tenderers must ensure:

- All pricing is clear, transparent and complete
- No hidden costs or undefined exclusions
- Fee reflects full compliance with:
 - OGP Guidelines
 - Capital Works Management Framework (CWMF)
 - Public Procurement requirements

11. Evaluation of Price

The fee proposal will be evaluated based on:

- | | |
|---------------------------------------|-----|
| • Suitability, Quality and Capability | 40% |
| • Technical | 35% |
| • Value for Money | 25% |

Abnormally low or unbalanced bids may be subject to clarification or disqualification.

12. Declaration

Tenderers must confirm:

- The fee includes all services necessary to deliver the project
- Adequate resources have been allowed for
- Pricing is valid for the duration of the tender period