



Tender Submission Requirements

CoAction West Cork CLG – Respite House Project

Design Team Appointment

The following information is required to be submitted as 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.

Tenderer Name

Lead Consultant

Address & Contact Details

Submission Date

eTenders Reference

Confidentiality Statement

Part A – Suitability, Quality & Capability Proposal (40%)

A1. Company Overview

- Organisation structure
- Legal status
- Years in operation
- Core services
- Relevant accreditations/certifications

A2. Understanding of the Client & Project

Demonstrate understanding of:

- CoAction's role as a disability service provider
- Importance of respite services
- HIQA-regulated environment

- Objectives: safety, independence, accessibility

A3. Relevant Experience

Provide 3–5 similar projects:

- Healthcare / disability / residential adaptation projects
- Project description
- Value
- Role of firm
- Outcomes achieved
- Client references

A4. Project Team Structure

- Organisation chart
- Key personnel (Architect, Engineer, QS, PSDP, etc.)
- Roles and responsibilities
- CV summaries (experience, qualifications)
- Availability and commitment

A5. Quality Assurance & Risk Management

- QA systems
- Risk identification and mitigation approach
- Experience with public procurement / OGP

A6. Compliance Statement

Confirm compliance with:

- OGP / CWMF requirements
- HIQA standards
- Building Regulations (incl. Part M)
- Insurance thresholds

Part B – Technical Submission (35%)

B1. Methodology & Approach

Describe approach across **Stages (i)–(v)**:

Stage (i): Preliminary / Inception

- Feasibility & site appraisal

- Stakeholder engagement (service users, staff)
- Risk register and cost planning

Stage (ii): Design

- Concept and developed design
- Accessibility & autism-friendly design
- Planning strategy

Stage (iii): Tender Documentation

- Drawings and specifications
- Cost control (BoQs, estimates)

Stage (iv): Construction

- Contract administration
- Site supervision & reporting

Stage (v): Handover

- Snagging & certification
- O&M manuals and close-out

B2. Design Philosophy

Explain how the design will achieve:

- **Accessibility & universal design** (Part M compliance)
- Autism-friendly environment (sensory, layout clarity)
- Safety, dignity, independence
- Functional respite environment

B3. Regulatory & Compliance Strategy

- HIQA compliance approach
- Fire Safety Certificate & DAC
- BCAR compliance
- Health & Safety (PSDP role)

B4. Programme & Delivery

- Detailed programme (Stage i–v)
- Milestones and critical path
- Strategy to meet 15-month delivery requirement

B5. Cost Management & Value Engineering

- Approach to managing €1,100,000 budget
- Cost certainty methods
- Value engineering examples

B6. Stakeholder Engagement

- Engagement with:
 - Client
 - Service users
 - Staff
- Communication plan

B7. Sustainability Approach

- Energy efficiency (Part L)
- Low-carbon solutions
- Durable materials

B8. Risk Management

- Key project risks
- Mitigation strategies
- Contingency planning

Part C – Financial Submission (25%)

Appendices

Appendix A – CVs of Key Personnel

Appendix B – Project Case Studies

Appendix C – Programme (Gantt Chart)

Appendix D – Insurance Certificates

Appendix E – Compliance Declarations

Appendix F – Design Illustrations (optional)