



Provision of Design Consultancy Services

for

University of Limerick LISB1 (Library) Refurbishment

**Architectural Services including Exhibition Design Consultant, Fire Safety and
DAC Consultant
Project Management Services
Building Services Engineer**

**PROJECT INFORMATION MEMORANDUM FOR CONSULTANTS
COMPETING FOR BRIEF**

Date: July 2026

1. Introduction

- 1.1** This Project Information Memorandum is part of the information package for consultants who are intending to tender for the LISB1 (Library) refurbishment project, University of Limerick. Further details regarding the project are provided below. This Project Information Memorandum should be read in conjunction with the Standard Conditions of Engagement for Consultancy Services (Technical), the Instruction to Tenderers and the Tender & Schedule.
- 1.2** The design consultancy services required to be provided for the full Project comprise the following principal services / disciplines:
- Architectural Services including Exhibition Design Consultant, Fire Safety ~~and~~ and DAC Consultant
 - Project Management Services
 - Building Services Engineer

Each will be appointed individually.

- 1.3** The project will be carried out in accordance with the requirements of the Capital Works Management Framework.
- 1.4** The contracts for the provision of the professional services the subject of this competition will be with Plassey Campus Developments Ltd, University of Limerick, Limerick.
- 1.5** Where tenderers consider that additional specialist design team services should be provided to fulfil the services required on the project, which are not already included in the tender documentation, they must advise the University of Limerick before the date set for return of tenders. Requests for employment of additional specialist design team services following receipt of tenders will not be entertained.

2. Project

- 2.1** The proposed project will refurbish approximately 5,600 sqm of existing space in the older section of the Glucksman Library building (LISB1) to create a flexible, inclusive, and future-focused learning environment. Constructed in 1997, LISB1 no longer meets the expectations of a modern, digitally enabled university. Its outdated layouts, inefficient use of space, and limited capacity for collaborative and hybrid learning contrast sharply with the award-winning 2018 extension (LISB2) and risk undermining the library's role as a flagship academic environment. At the same time, demand for library space continues to grow in one of the most heavily used academic buildings on campus, with over 1 million visits annually and 80% of students using the facility weekly. The project will increase

and diversify student study capacity, expand technology-enabled and collaborative spaces, enhance student wellbeing, and establish the library as a central hub for academic, cultural, and community engagement. The project prioritises refurbishment over new build, delivering sustainability benefits while maximising the use of existing assets.

The internal areas to be developed approx. 5,600 sqm over 3 floors.
Ground Floor approx. 1700 m² and First Floor area of approx. 1700 m² and Second Floor 2200 m² as highlighted in Appendix B.

The approximate construction cost of the proposed works could be in the order of €3.5 million approx. (excluding VAT and fees) depending on the extent of the scope as outlined above.

2.2 Project scope

The refurbishment of LISB1 is a targeted internal refurbishment and reconfiguration project, not a major construction or redevelopment initiative. The focus is on improving the quality, functionality, and effectiveness of existing library spaces to achieve the project objectives outlined in 2.3. The project is explicitly designed to maximise benefit through reuse, refurbishment, and space optimisation, rather than through structural expansion or major building systems replacement.

The scope will include the reconfiguration of existing shelving layouts, including reduction in height and overall quantity, with low-use materials relocated to the onsite Automatic Storage and Retrieval System (ASRS) and retention of shelving for high-use collections. The works will prioritise the creation of additional student study spaces, a mix of open individual & collaborative areas and enclosed individual/group study booths.

It is also planned to complete a fit-out of an exhibition space to museum-grade standards enabling the display of special collections, archives, and cultural programming paused during the pandemic

2.3 Project objectives

The refurbishment project will deliver the following specific objectives:

- a) **Modernise and upgrade LISB1 to current standards**
Refurbish approximately 5,600 sqm of the 1997 library building (ground floor, floor 1 and floor 2), addressing outdated layouts and finishes including toilets and other building support spaces such as corridors and entrance foyer however excluding ground floor catering space.
- b) **Reconfigure spaces to meet changing learner needs**
Repurpose and redesign key areas within LISB1 to support a balanced mix of quiet study, collaborative work, creative activity, and technology-enabled learning.
- c) **Increase effective student study capacity**
Increase the number and variety of student study spaces through space

- optimisation, including the rationalisation and reduction of shelving and the relocation of print collections to the ASRS.
- d) **Expand collaborative and flexible learning environments**
Increase the provision of group study spaces, open collaborative zones, and adaptable spaces that can support multiple modes of learning and use throughout the day.
 - e) **Provide hybrid and digitally enabled study spaces**
Deliver dedicated hybrid spaces and study booths that enable students to attend online or blended classes effectively while on campus.
 - f) **Enhance wellbeing-focused and biophilic spaces**
Create study environments that support student wellness and sustainability, with biophilic elements such as planting, art and access to water.
 - g) **Develop dual-use study and event spaces**
Refurbish prominent ground-floor areas to function flexibly as both study environments and bookable spaces for events, talks, and University activities.
 - h) **Deliver exhibition and cultural space within the Library**
Complete the planned fit-out of exhibition space to museum-grade standards, enabling the display of special collections, archives, and cultural programming paused during the pandemic.
 - i) **Reuse and restore high-quality existing assets**
Restore, repair, and reuse high-quality wooden furniture from the 1997 build wherever feasible, supporting sustainability and preserving the building's architectural character.
 - j) **Review library access and service configuration**
Review the configuration of library access points, including the location and visibility of access gates and the Information Desk, to improve user flow, accessibility, and service effectiveness.
 - k) **Enhance building services and environmental performance within scope constraints**
Upgrade heating and ventilation plant to ensure they are energy efficient, low-carbon intensity and fit-for-purpose to enable optimum utility and enjoyment of the space.
 - l) **Lighting Enhancements**
Improve lighting provision in accordance with the space function, improve lighting quality through LED upgrades
 - m) **Support community engagement and campus integration**
Provide spaces that support community use, outreach activities, and engagement beyond the immediate student body

3. Site

3.1 The Library Building is located within the University of Limerick main campus and exact location is highlighted on the campus map in Appendix A.

Tenderers should note that the sections of the library building unaffected by the refurbishment works will remain open and fully operational and therefore access to these areas will need to be maintained throughout the project.

4. Building Regulations

4.1 The development will be designed to comply with the requirements of the Building Control (Amendment) Regulations 2025. The architect will be appointed as the Assigned Certifier and Design Certifier with support design team members acting as Ancillary Design Certifiers. Due account to be taken of the Code of Practice for Inspecting and Certifying Buildings and Works.

5. Sustainability and Environmental Considerations

5.1 This project will see old and inefficient lighting and fossil-fuelled heating and ventilation systems retrofitted with modern high efficiency low carbon-intensity replacements.

It is intended to restore, repair, and reuse high-quality wooden furniture from the 1997 build wherever feasible, supporting sustainability and preserving the building's architectural character.

6. Design Team and Scope of Services to be Provided

6.1 The design team for the Project will be Architect-led. The Architect will also act as Employers Representative under the contract. It should be noted that additional design team appointments may be procured separately as required for this project eg PSDP, QS etc

A separate appointment for the Project Supervisor Construction Stage will be made (likely to be the appointed main contractor) in due course.

6.2 The services to be provided by Consultants will typically include taking the brief, site studies, obtaining statutory approvals, preparation of detailed design and tender documentation, management of the tender process, administration of the works contract including fit-out, cost control including agreement of final accounts and provision of handover documentation.

Please refer to Schedule B of the Tender and Schedule document for details of the stage services to be provided for each service..

7. Fees & Appointment

7.1 Tender submissions to be a lump sum fee for the entire service.

7.2 All appointments for this project will be awarded on the basis of the standard Conditions of Engagement for Consultancy Services (Technical) issued by the Irish Department of Finance. These Conditions of Engagement provide for a fixed price lump sum for a defined scope of work under each contract.

8. Programme

8.1 An estimated project programme is set out below for the information of Tenderers. It is expected that Tenderers will be available to meet the estimated project stages as outlined. It is to be noted that these stages may be subject to change and are dependent on Project Funding.

- Design Team appointment – Sept 2026
- Design Concepts/Planning documentation complete– Oct 2026
- Detailed design and Tender documents complete – Dec 2026
- Contract award – Mar 2027
- Construction commencement May 2027
- Substantive construction and fit-out complete – Sept 2027
- Overall project completion – Jan 2028

It should be noted that critical spaces will be required to be completed for Sept 2027 (start of Academic Year) and other non-critical spaces to be completed before Jan 2028.

8.2 Delay in approval of completed project stages, where work on the project is not progressing, will not be considered as project delays and will not be counted as part of the total performance period.

9. How Tenders Will Be Evaluated – Award Criteria

9.1 Tender submissions will be evaluated using the award criteria, rules and weightings as outlined in the Instruction to Tenderers.

10. Clarification Meeting / Interview

10.1 Clarification meetings / interviews may be held for each Lot at the discretion of University of Limerick. Where meetings / interviews are held University of Limerick will invite a minimum of three (3) highest scoring Tenderers for each Lot to attend for interview. Tenderers to be called for interview will be advised as soon as possible after the Tender submission date.

10.2 Final marks will be allotted to those interviewed in accordance with the award criteria, including tender price by the interview panel. Otherwise marks will be allotted in accordance with award criteria, including tender price on basis of submitted material.

11. Submission of Queries

11.1 Applicants may raise queries via www.etenders.gov.ie using the contact details set out in the Contract Notice. Queries must be raised as soon as possible and should be raised in any event no later than **5 working days** before the date set for receipt of tenders. University of Limerick will endeavour to respond to queries within 1

day of the latest date for receipt of queries. University of Limerick has no obligation to respond to queries. University of Limerick will not accept responsibility for information relayed (or not relayed) via third parties. If the tender documentation as issued is in any way altered or edited, the subsequent tender may be deemed inadmissible.

- 11.2** If a Tenderer becomes aware of any ambiguity, discrepancy, error or omission in or between these documents, it must immediately inform University of Limerick, even after the time for submitting queries has expired.

12. Completing Form of Tender

- 12.1** In order to assist University of Limerick in evaluating the extent to which a Consultant meets the qualification criteria, Consultants are required to provide all of the information requested in the Tender Documents.
- 12.2** The information requested in the Tender Documents should be submitted in English and where copies of original documents are provided in languages other than English, a complete and accurate English translation should be provided or the documents will not be considered during the evaluation process.
- 12.3** All financial information should be denominated in euro (€).
- 12.4** Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account in the assessment process.
- 12.5** Consultants are expressly and strictly prohibited from discussing any aspect of their response to the Tender with other unrelated candidates or otherwise exchanging information or colluding in respect of the project. Any consultant who fails to comply with this requirement may be disqualified.

13. Submission of Tenders

- 13.1** Consultants must complete the Tender without referring to other documents (i.e. brochures, etc). Please note that only the information requested in the Tender Documents will be considered for evaluation.
- 13.2** Applicants must submit ONE electronic copy of the completed application. These should be submitted through E-tenders, via the Tender Box.
- 13.3** Please allow sufficient time before the deadline to up load your documentation. E-tenders recommends that applicants test their document upload speeds beforehand. Late, faxed or e-mailed SAQ's will not be accepted.

13.4 Under no circumstance will consideration be given to any Tender or information requested in the Instruction to Tenderers received after that time. **Late submissions will not be opened.**

Each copy of the Tender must be:

- signed and dated,
- One soft copy to be submitted electronically via E-tenders Tender Box. Consultants should request a receipt acknowledging delivery.

13.5 Canvassing of any employee of University of Limerick shall not be acceptable and will lead to the disqualification of the Tenderer from the process.

13.6 All costs associated with the preparation and submission of tenders to this procurement process will be the responsibility of the Tenderer regardless of the outcome of the process including the abandonment of the process by University of Limerick.

13.7 If a Tenderer fails to comply in any respect with the requirements set out in the tender documents or is ambiguous, University of Limerick will be entitled to but not obliged to:

- (a) Reject the submission as non-compliant.
- (b) Without prejudice to the right to reject the submission, meet with, raise issues and/or seek clarifications on the submission.
- (c) Without prejudice to the right to reject the submission, request the Tenderer to provide information or items that have not been provided or provided in the incorrect format.
- (d) Without prejudice to the right to reject the submission, waive a requirement, which, in the opinion of University of Limerick is not material and/or is procedural.

University of Limerick may seek clarification on any aspect of the submission.

14. Confidentiality

14.1 This Project Information Memorandum and all accompanying documents shall be treated as private and confidential by the Tenderer, who shall not release details of this Project Information Memorandum and/or any accompanying documentation other than on a confidential basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their tender.

- 14.2** Tenderers shall not at any time release information concerning the Project Information Memorandum and/or accompanying documentation and/or scope of works and/or services for publication in the press or on radio, television, screen or any other medium.
- 14.3** The University of Limerick (UL) is subject to the provisions of the Freedom of Information Act 2014 as well as other legislation governing access to information. Therefore, where Tenderers consider any information they provide in the course of this competition to be commercially sensitive or confidential in nature, they should identify that information as “commercially sensitive” or “confidential” and specify the applicable reasons. The nature of the documentation may then be taken into account by UL in considering requests (if any) for access to such information under the Freedom of Information Act 2014 or other applicable law. The statutory requirements of the Freedom of Information Act 2014 or other applicable law will, in all circumstances, take precedence over any designation of information advised by Tenderers. Tenderers should note that, on conclusion of the Framework Agreement for the services that are the subject-matter of this competition, a right of access to the contract and associated documents will be available to the extent required by the Freedom of Information Act 2014 or other applicable law.
- 14.4** University of Limerick shall have the right to publicise, or otherwise disclose, to any third party, information regarding the project, the contract, the identity of parties seeking information in relation to the contract, the identity of Tenderers and/or nomination of shortlisted and preferred Tenderers (including details of their respective members, representatives, advisers, consultants, contractors, servants and/or agents); the tender process; and/or the award of the contract at any time.
- 14.5** Tenderers are expressly and strictly prohibited from discussing any aspect of their response or exchanging information or collusion.
- 14.6** Tenderers should note that it is the policy of University of Limerick in line with the requirements of the Public Procurement Directives to publish the price of the winning tender and/or the range of tender prices taken into consideration in the Contract Award Notice, once the contract has been awarded.
- 14.7** The submission of any personal data (including any personal data contained in any curriculum vitae) (“Personal Data”) with a tender shall be deemed to constitute confirmation from the Tenderer that any such disclosures of Personal Data to UL are lawful such that the UL is able to evaluate the tenders. Once it obtains any Personal Data, UL will act as data controller of such data and will retain it for (a) in respect of an unsuccessful tender, up to one year following completion of the appointment of the successful Tenderer and (b) in respect of a successful tender up to seven years following completion of the Services. For further information in relation to how the UL processes personal data, including a person’s various rights under data protection law and details of how to contact UL, please refer to the UL Data Protection policy which is available at: www.ul.ie/dataprotection
- 14.8** Subject to the above, the Tender Submissions will be treated on a confidential basis by University of Limerick and its advisers.

15. Conflict of Interest

- 15.1** Any conflict of interest or potential conflict of interest must be fully disclosed to University of Limerick as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, University of Limerick shall, in its absolute discretion, decide on the appropriate course of action.

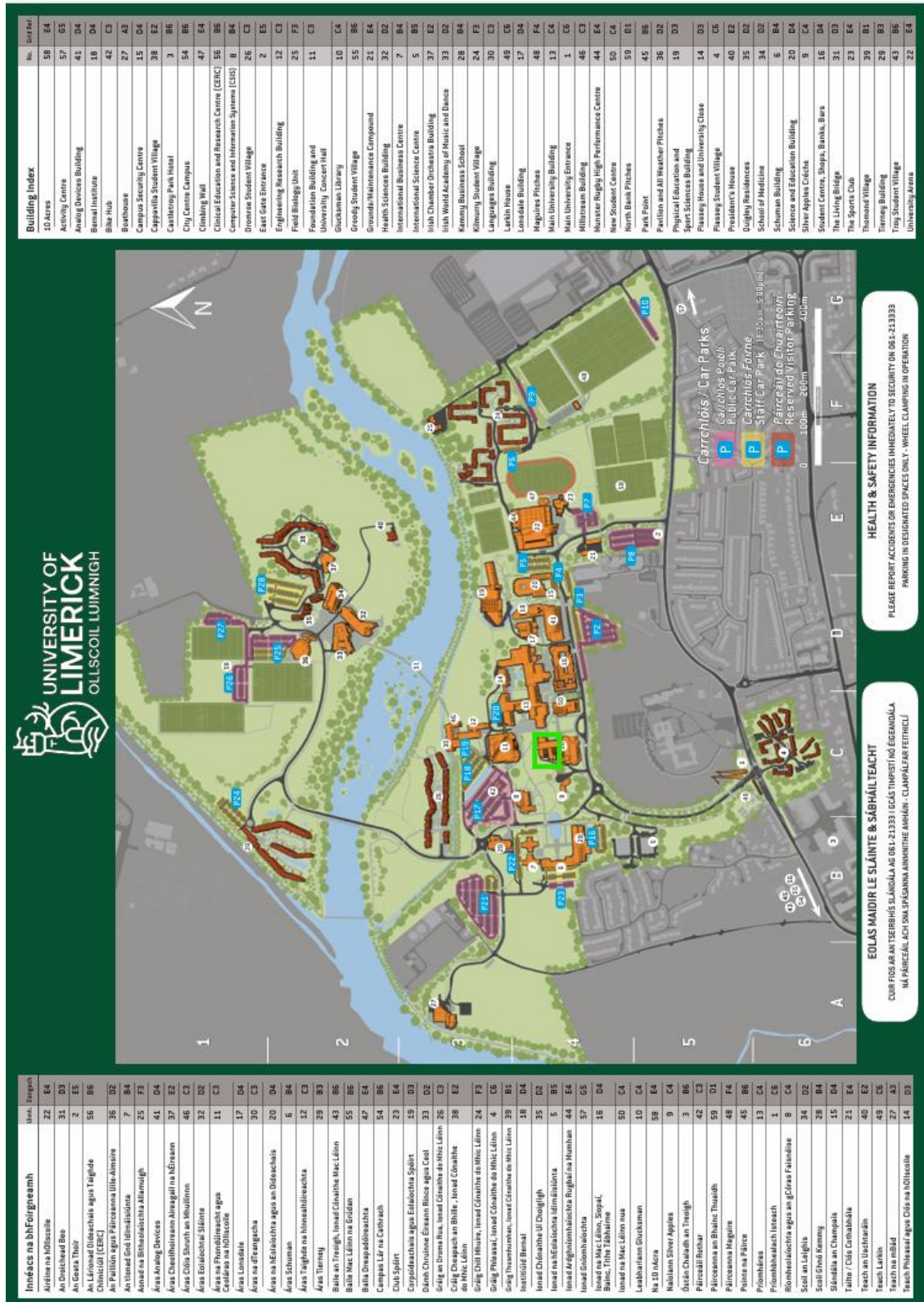
16. Contractor Management System – Service Provider Set-up

The Buildings and Estates Department in U.L operate a Contractor Management System (CMS). Prior to been awarded a contract under this Framework the Service Provider shall satisfy the requirements in order to qualify as an approved service provider and will be required to provide the following:

- 16.1** Complete and return the competency assessment questionnaire (SF 001) and return all documentation referred to in the document (e.g. signed and up to date Safety Statement, evidence of risk assessments and copies of training records etc.).
- 16.2** Read the attached document (SOP 007-Control of Capital Projects incl Minimum H&S Standards) and return a signed copy of the declaration on page 40 (Section 5.0). Service Providers must ensure that all work carried on UL property is completed in accordance with the minimum standards referred to in this document.
- 16.3** Return a copy of current insurances. Refer to Section 4.3 of SOP 007-Control of Capital Projects for further information on insurance requirements.
Indemnity to U.L must be provided.
- 16.4** All employees coming onto any UL property on behalf of B&E must complete the B&E Service Provider Induction (attached) and return confirmation (separate form for each employee) on attached document (SF-005 Service Provider Induction Form). Please ensure that training records for staff are also provided. Minimum requirement is Manual Handling training. Refer to SOP 007 for additional information on training requirements (Section 4.5)
- 16.5** Once all of the above documents have been returned a permit to work (SF-006) must be completed for all work on campus. Full details on the permit to work process including the requirement for additional permits (hot works, roof access etc.) can be found in Section 4.6 of SOP 007-Control of Capital Projects.
- 16.6** For information purposes the documents noted above are included as part of Appendix D. Applicants do not have to complete any of these Appendix D documents at this stage.

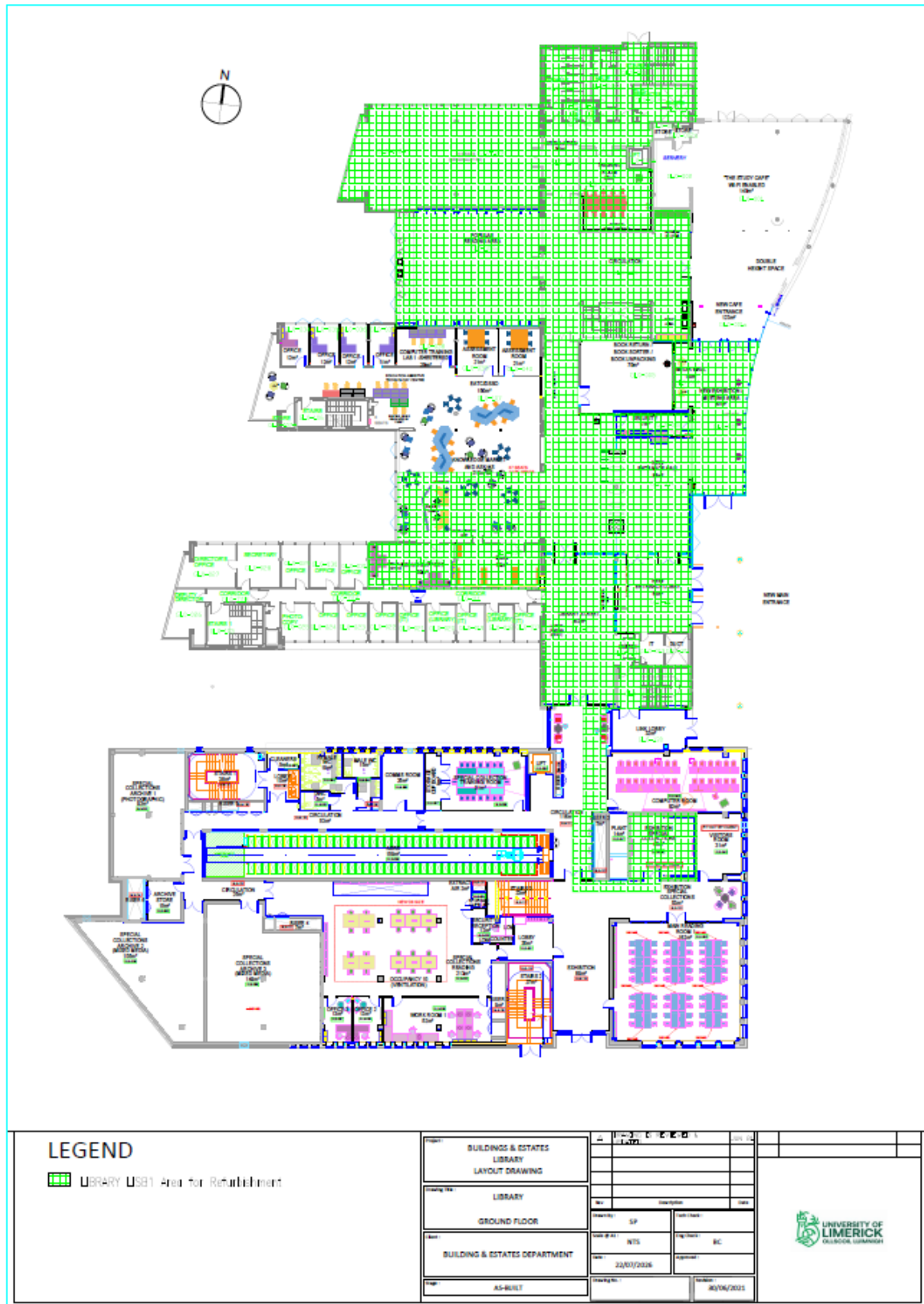
APPENDIX A

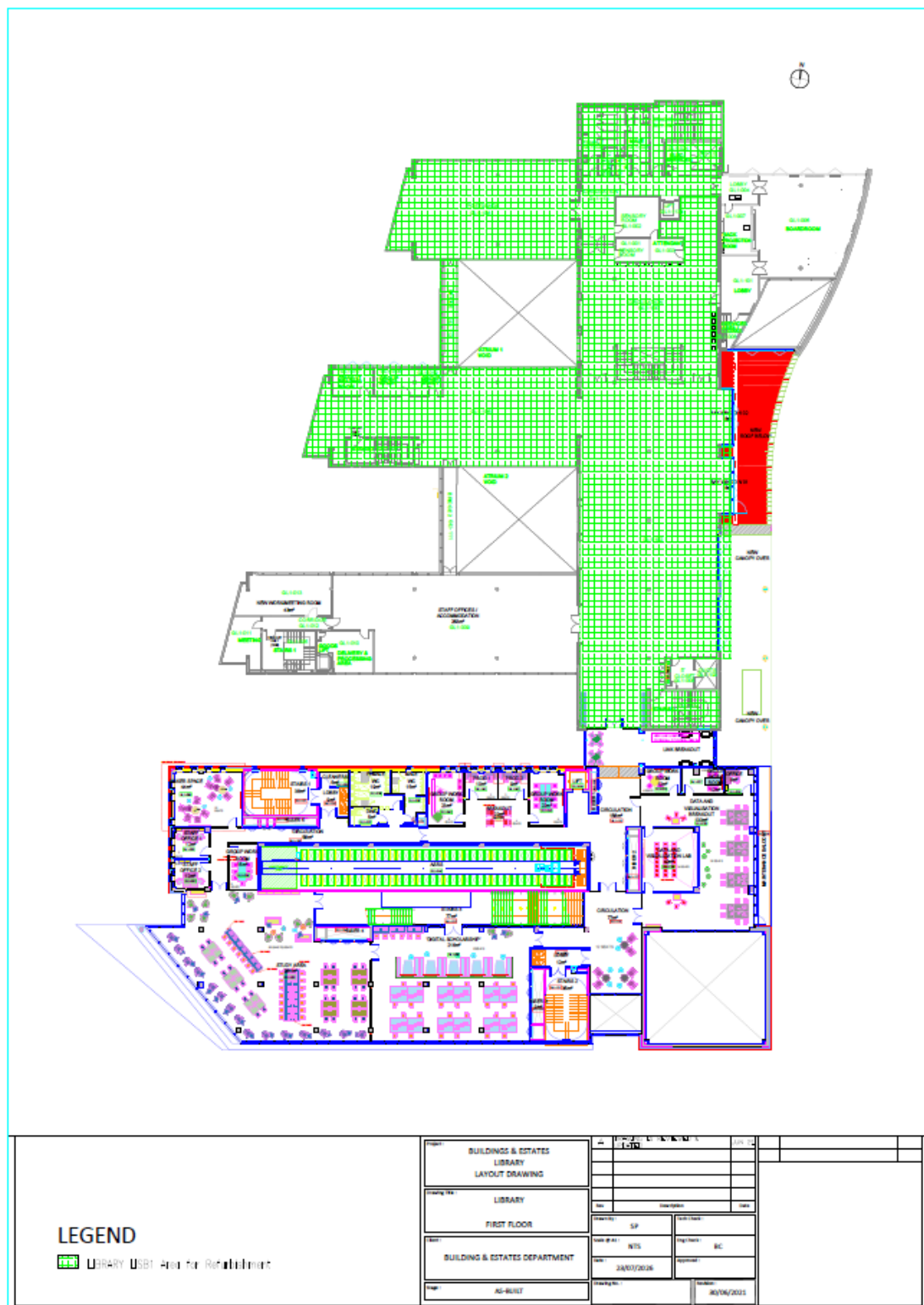
Site Location

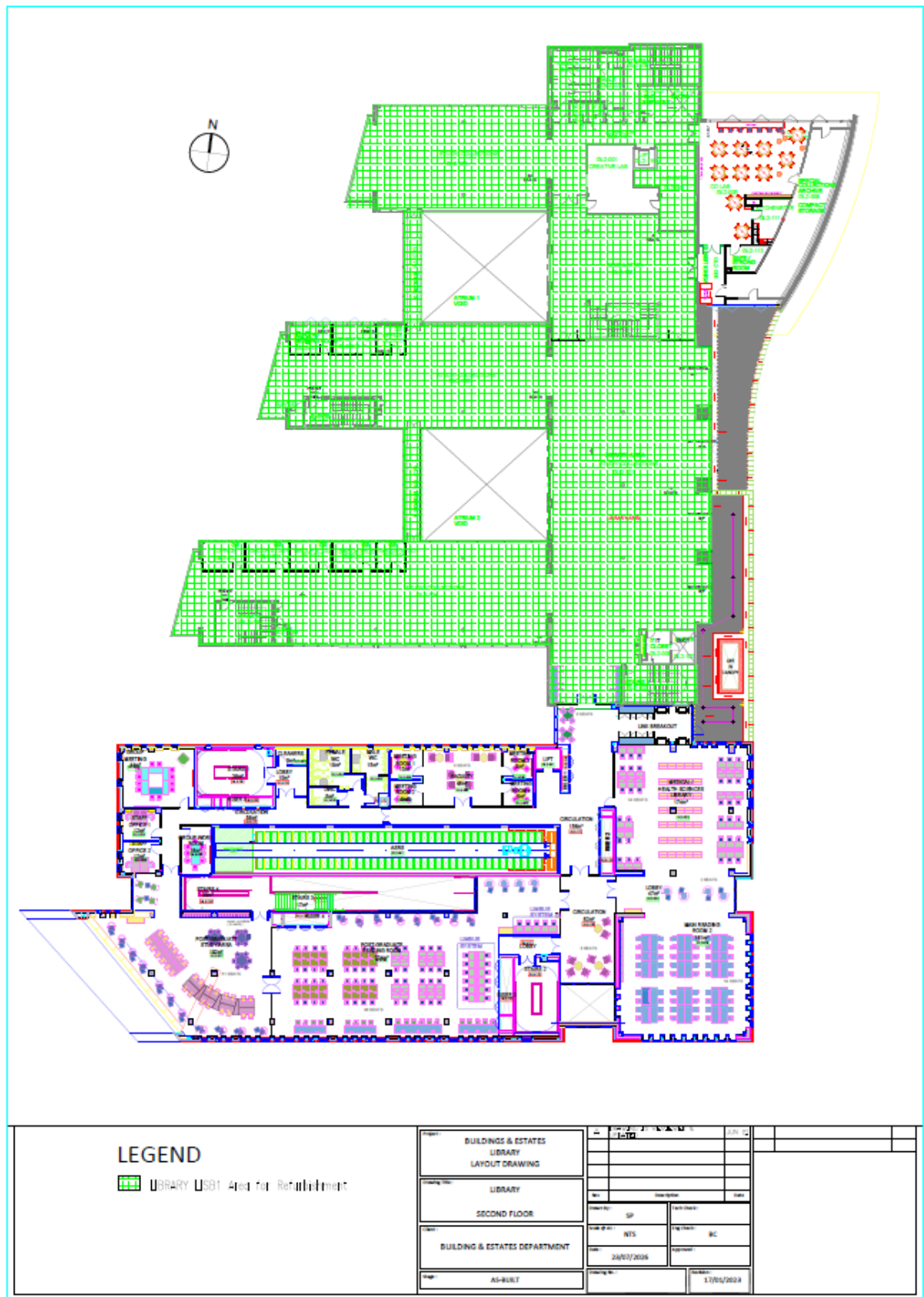


APPENDIX B

LISB Ground Floor



LISB First Floor***LISB Second Floor***



APPENDIX C
UL Contractor Management System Documentation

In a separate folder attached to tender documents