



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Volume 1.2

Service requirements for the Project supervisor for the Design Process

Tender for	RFT 09/26DL – Request for Tenders for the Establishment of a Single Party Framework Agreement for a Project Supervisor for the Design Process (PSDP) for project values of <€1m for the Donegal Campuses of Atlantic Technological University
For	Project Supervisor for the Design Process (PSDP)
At	The Donegal Campuses of ATU

This document should be read in conjunction with the following:

- **Department of Education and Youth Services Design Team Procedures, 5th Edition 2025 and Associated Practice Notes 2025 (Included at Section 7.4 Information Pack)**
- **The Capital Works Management Framework**
- **The Safety, Health and Welfare at Work Act 2005 and relevant codes of practice (www.hsa.ie)**

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1.0 About the Contracting Authority

1.1 ATU

Atlantic Technological University (ATU) is one of the largest multi-campus universities on the Island, with campuses in Donegal, Sligo Mayo and Galway. Students at ATU make up a population of 25,000+ learners, spanning 600+ academic programmes from pre-degree to doctoral level.

The Donegal Campuses of ATU have over 4,800 students and in excess of 500 staff. It awards qualifications in Engineering, Computing, Science, Nursing, Business, Hospitality & Tourism, and Design.

The Donegal campuses are located at Port Road in Letterkenny and at Shore Rd., Killybegs, Co. Donegal. A third campus at Knocknamona, Letterkenny is currently under development.

Full general information concerning the Contracting Authority is available on the University's website: www.atu.ie

ATU is seeking to establish framework agreements for engineering, cost and architectural disciplines to assist the University in feasibility, planning, costing, design and full implementation of small to medium sized projects with a value of less than €1m euro at the ATU Donegal Campuses.

This procurement relates to the appointment of a project supervisor for the design process (PSDP) for these requirements. The proposed works which will be delivered under the framework agreement will include maintenance and refurbishment works. A sample of the proposed works is included at **Appendix 1** of this document. Tenderers should note that there may be at any one time several projects running simultaneously.

This document provides a general overview of the background, scope and works required in connection with this tender.

1.2 About the Framework Agreement

1.2.1 Type of Framework Agreement

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

This competition relates to the establishment of a single-party framework with one Economic Operator. Thereafter that Economic Operator being entitled to be considered for all contracts within the scope of the framework.

Any ad hoc service requirements with an estimated value of up to €50,000 (excl. VAT) will be drawn down from the successful framework member based on the hourly rates provided and delivered per the terms and conditions of the overarching framework agreement. Fully scoped

and funded projects, and projects where the value of the service required by ATU is estimated to exceed €50,000 ex-VAT may be awarded only after a supplementary tender has issued to the successful framework member. Any supplementary tender issued will fully describe the services required and include a resource allocation schedule, Form of Tender and Schedule and Conditions of Engagement. Contracts awarded in this way will be evaluated based on cost and/or quality criteria.

1.2.2 Numbers Admitted to the Framework Agreement

The framework agreement will be established as a single-party framework agreement with the tenderer selected following the tender stage and the application of the award criteria and subject to that tenderer meeting the minimum criteria and rules.

1.2.3 Duration of the Framework Agreement

The framework agreement will be for a maximum period of four (4) years.

The Contracting Authority confirms that the period of any contracts awarded under the framework agreement may extend beyond the date of expiry of the agreement.

1.2.4 Estimated Value for the Framework Agreement

It is envisaged that maximum spend under this framework agreement will not exceed €100,000 excluding VAT.

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement.

The costs submitted in the Pricing Schedule at Volume 4.2 will be the maximum prices chargeable by the Framework Member during the initial **three (3) years** of the Framework Agreement from the Framework Agreement commencement date, irrespective of any inflation, cost increases or market fluctuations during this period. The successful framework member may seek an increase in the charges only after the expiry of the initial three (3) year period from the Commencement Date and only once every year thereafter during the Term based on the movement over the prior twelve (12) months of the annual overall rate of inflation as set out by the Consumer Price Index (CPI) as published by the CSO, or by any method agreed between the various parties. In the event that the CPI rate is zero or negative, there will be no CPI adjustment.

1.2.5 Awarding Contracts under the Framework Agreement

Single-party framework agreement contracts may be awarded directly on foot of the original tenders, based on the rates submitted, or by consultation with the Framework Member and invitation to provide a supplementary tender within the constraints laid down in this tender documentation and the framework agreement terms and conditions.

1.2.6 Right to Tender Outside of the Framework Agreement

The Contracting Authority intends to use the framework for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the framework for the procurement of any requirement without reference to the Framework Member(s). Admission to a framework does not guarantee the award of any contract to any Economic Operator, nor does it give the member(s) the right to be consulted in respect of, or tender for, any contract.

1.2.7 Compliance with the Terms and Conditions of the Framework Agreement

Admission to the framework agreement will be conditional upon acceptance of the Contracting Authority's Framework Terms and Conditions as appended at the relevant Appendix.

Tenderers are required to review these terms and conditions and indicate their acceptance thereof as part of their tender submission.

2.0 General Overview

ATU is conducting this procurement process to establish a Single Party Framework Agreement for a PSDP. Further competitions will be conducted to appoint other relevant consultant disciplines namely, Architectural, Quantity Surveyor, Mechanical & Electrical and Civil and Structural services. The consultants will act singularly or together as a multi-disciplinary design team for various projects as determined by the scope and complexity. Typically, the Architect will be the Design team lead, but pure Engineering projects will be led by the appropriate discipline as and when required.

The PSDP shall perform all of the duties of Project Supervisor Design Process (PSDP) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2006 - 2013, as amended, for the project comprising the works.

The nature of the PSDP services under the framework agreement will include, but is not limited to, construction works and significant maintenance related project works maintenance where there is more than one contractor or carries particular safety risks and the works exceed 500 man hours or 30 days. The PSDP shall provide competent technical and general advisory services as required of the PSDP role. Consultants will be engaged directly by ATU.

The PSDP must, as defined by the HSA:

- Identify hazards arising from the design or from the technical, organisational, planning or time-related aspects of the project;
- Where possible, eliminate the hazards or reduce the risks;
- Communicate necessary control measures, design assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan;
- Ensure that the work of designers is coordinated to ensure safety;
- Organise co-operation between designers;

- Prepare a written safety and health plan for any project where construction will take more than 500 person days or 30 working days, or there is a particular risk and deliver it to the client prior to tender;
- Prepare a safety file for the completed structure and give it to the client;
- Notify the Authority and the client of non-compliance with any written directions issued.
- The PSDP can be either a person or a company, what is important is that the appointed PSDP can fulfil the responsibilities of the position.

The appointment will be via the Framework Agreement, and the Conditions of Appointment will be the Standard Conditions of Engagement for Consultancy Services (Technical) included at Section 7 (Information Pack).

2.1 The Procurement Procedure

This procurement is being conducted under the Open Procedure for the award of this framework agreement, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial and technical capacity will have their tender considered. In order to demonstrate a tenderer's qualifications, tenderers are required to provide the information set out in the Suitability Assessment Questionnaire (SAQ) and ITT Documents at Volumes 2 and 3 respectively

The top scoring tenderer will be appointed to the framework agreement for PSDP Services.

2.1.1 Selection Criteria, via the Suitability Assessment Questionnaire (SAQ) (Volume 2)

Tenderers are requested to submit a response to the Suitability Assessment Questionnaire (the "SAQ"). The SAQ consists of elements that require assessment of Responses on a pass or fail basis ("Pass/Fail").

Applicants will be assessed on the basis of the rules and criteria set out in the SAQ, which are aimed at establishing the technical and professional abilities of Applicants as well as their financial standing.

Tenderers who fail one or more of the Pass/Fail criteria shall be excluded.

2.1.2 Award Criteria, via the Invitation to Tender (ITT) and Quality Assessment (Volume 3)

Tenderers who have met the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they submit sufficient relevant information to allow their tenders to be assessed under each of the award criteria as set out.

The framework will be awarded on the basis of the most economically advantageous compliant tender taking into account the award criteria and weightings. Please refer to the Framework

Terms and Conditions for details of the award criteria which will apply in the case of Supplementary Tenders under the framework agreement.

It is envisaged that the top scoring tenderer found to be fully in conformance with the tender documentation and submitting the most economically advantageous tender under the award criteria contained in the Instructions to Tenderers will be identified as the successful tenderer designate and will be awarded the contract for the design services for the Atlantic Technological University Donegal campuses subject to the approval of the contracting authority.

2.1.3 General Notes

2.1.3.1 Award Stage

If, following the conclusion of the procurement process, the tenderer cannot, for whatever reason, deliver the required services to the satisfaction of the Contracting Authority; the Contracting Authority reserves the right to award the framework agreement to the next highest scoring tenderer emerging from the process at any time during the contract tender validity period.

The award of any contract emanating from the framework agreement is subject to available funding and approvals. These procurement documents do not commit to any exchequer funding/expenditure at this point and do not purport to create binding legal relations and no legitimate expectation may arise therefrom.

2.1.3.2 Award to Runner Up

If for any reason it is not possible to conclude the appointment with the designated successful tenderer emerging from this competitive process; the contracting authority reserves the right to admit the next highest scoring tenderer on the basis of the same terms. This shall be without prejudice to the right of the contracting authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

2.1.3.3 Costs

All Tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of their tender response and all future competitions under the framework agreement.

Under no circumstances, will the Contracting Authority or any of its advisers reimburse a Tenderer for any costs incurred in responding to the contract notice and/or this document and/or the SAQ, ITT or any costs incurred in completing and submitting a SAQ or ITT Response including but not limited to completing and submitting the information requested in the SAQ and ITT or for providing any other or further information that may be requested.

2.1.3.4 Jurisdiction and Tax Clearance

Tenderers who are resident in countries other than Ireland should inform themselves about and observe all applicable legal requirements in Irish jurisdictions.

Prior to the award of any competition, Candidates will be required to submit a valid, up-to-date Tax Clearance Certificate.

2.1.3.5 Cancellation of the Process

The Contracting Authority may cancel this Competition at any time prior to a formal written Agreement being executed by or on behalf of the Contracting Authority.

The Contracting Authority reserves the right to Terminate this process at any stage.

2.1.3.6 Canvassing

Canvassing or any effort by a Tenderer to influence any staff or agents of the Contracting Authority in relation to any aspect of this process may result in automatic disqualification from this process. Where a Tenderer has an existing relationship with the Contracting Authority, the Tenderer is advised that any discussions, correspondence, or other influences on this process may be treated as canvassing.

2.1.3.7 Accuracy of the Documents

While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this Competition, the Contracting Authority does not accept any liability or provide any express or implied warranty in respect of any such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this tender and may wish to consult their legal advisers.

Tenderers shall immediately notify the Contracting Authority should they become aware of any ambiguity, discrepancy, error, or omission in the tender documents. The Contracting Authority will, upon receipt of such notification, issue a clarification via eTenders in respect of any such ambiguity, discrepancy, error or omission. Such clarification shall then form part of the Tender Documents.

The Contracting Authority reserves the right at any time before the Tender Deadline, to update or amend the information contained in this document and/or to extend the Tender Deadline. Participating Tenderers will be informed of any such amendment or extension through the eTenders website.

3.0 Scope of PSDP Services

3.1 Operational and Construction Design Services Brief

ATU has ongoing challenges in respect of existing and ageing building portfolio and the associated fixtures, fittings and equipment that support our daily operations. The Estates Department has responsibility for the management, maintenance and refurbishment of the buildings. This includes a significant portfolio of general teaching rooms, laboratories, electrical and mechanical services and assets to maintain on an ongoing basis. In addition, there is a network of roadways, parking facilities and grounds. All these items require refurbishment, upgrading and replacement to support changes to the teaching arrangements, ageing, obsolescence, increased student population, climate action, building compliance and local authority developments.

There is a total of approximately 32,000 sqm of building and approximately 41.5 hectares of grounds across three campuses and associated buildings.

Due to ongoing campus development requirements, there is a need for Engineering and Architecture services to support decision making and delivery of maintenance works, project design and construction works of value <€1m for any one or a collection of works.

Tenders are now invited for provision of a Project Supervisor for the Design Process with other tender competitions to follow for cost, safety, design and engineering consultancy services.

Service provision for all consultants will comprise of full pre and post contract design, contract procurement, administration and cost control services to be carried out in accordance with Department of Education & Youth Services Design Team Procedures Fifth Edition, 2025 (included at Volume 7.4 of this ITT) otherwise stated in these documents, the Infrastructure Guidelines and the Capital Works Management Framework.

Green Procurement Guidelines must be employed where possible in specifying goods and services in accordance with Office of Government Procurement (OGP) and wider Department of the Environment, Climate and Communications guidance and ATU Climate targets.

3.2 Interpretation

Where there is a reference to Client/Employer/Contracting Authority in the foregoing procedures and framework, this shall be interpreted as ATU Donegal.

Where a reference is made to a **‘Project’** this shall be interpreted as **‘a construction project or specific maintenance project works’** defined by ATU in a briefing or scope document as per **Appendix 2** of this document.

Projects of value up to €250k are considered ‘minor works’ such as a small summer works programme.

Projects of value up to €1m are considered ‘medium works’ such as building internal refurbishment project.

Where a reference is made to ‘**contract**’ this shall be interpreted as any contract awarded on foot of the framework agreement capturing a range of project work over the contract period.

3.3 Scope of Design Consultancy Services Generally

The scope of service includes all work required to design and construct the project(s) in a competent and professional manner (Whether expressly stated or not); prepare all documentation and reports required by the procedures (Vol 7.4); obtain all necessary approvals whether Client, funders or statutory approvals, all in accordance with the above documents or as otherwise modified by the briefing information. All interactions with statutory bodies, local authorities and project stakeholders are deemed included as part of the services provided by the design team.

3.4 Project Supervisor for the Design Process

The PSDP shall include all the professional services as necessary to comply with the requirements of this Tender Documentation and any contracts awarded under the framework agreement and these Service Requirements together with such post contract supervision as required to ensure the satisfactory completion of projects.

The appointed Architect on this framework shall act as the Employer's Representative and will generally be the design team leader for the Contract unless the scope or complexity does not warrant such an appointment.

The appointed PSDP when operating within a full design team will be required to review the existing site information, planning information, site drawings, brief, cost estimates, existing and new surveys and the capital budget with the client to ensure all design options are considered when implementing a design strategy that mitigates safety risks as far as is reasonably practicable and meets the requirements of the role as detailed by the Health and Safety Authority. Provision shall be made for campus attendances, meetings as required (refer to pricing schedule).

3.5 Completeness of Design Fee Tenders

It is to be understood that the Design Fees proposed in the Pricing Schedule at Volume 4.2 shall include for all the required services and providing the specialist skills necessary for the satisfactory completion of the various projects. Claims in this regard following award will not be considered.

The costs submitted in the Pricing Schedule at Volume 4.2 will be the maximum prices chargeable by the Framework Member during the initial **three (3) years** of the Framework Agreement from the Framework Agreement commencement date, irrespective of any inflation,

cost increases or market fluctuations during this period. The successful framework member may seek an increase in the charges only after the expiry of the initial three (3) year period from the Commencement Date and only once every year thereafter during the Term based on the movement over the prior twelve (12) months of the annual overall rate of inflation as set out by the Consumer Price Index (CPI) as published by the CSO, or by any method agreed between the various parties. In the event that the CPI rate is zero or negative, there will be no CPI adjustment.

The scope of service includes all work required to design and construct the project(s) in a competent and professional manner (Whether expressly stated or not); prepare all documentation and reports required by the procedures obtain all necessary approvals whether Client, or statutory approvals, all in accordance with the above documents or as otherwise modified by the briefing information.

3.6 Management/Personnel Changes Post Award

Tenderers must designate their management staff and personnel and provide their details as part of their tender response to Award Criterion B

Following contract award and appointment, the Service Provider shall undertake to ensure that all named individuals as specified in their tender and assigned by it to provide the services shall be available for the duration of the framework.

It is recognised that given the timeframe involved staff may change. In the event that any of the named personnel assigned to provide the services associated with their appointment becomes unable to do so for whatever reason then, the framework member shall immediately notify the ATU in writing and propose a replacement of at least equivalent experience and expertise. The Provider shall submit for the prior approval of the ATU a CV for the new resource as appropriate before proceeding with any such proposed replacement. ATU shall have absolute discretion as to confirming the suitability and approval of any proposed replacement of named Management and/or Personnel.

3.7 Sub-consultants/Specialist Skills

Where the Tenderer proposes to utilise Sub-Consultants and/or Specialist Service Providers to undertake any aspect of the Services, the Tenderer shall remain wholly responsible to ATU for the performance of the Services and for all acts, omissions, defaults and negligence of such Sub-Consultants and Specialists as if they were the acts, omissions, defaults or negligence of the Tenderer itself.

All designs, reports, specifications, calculations, drawings and other deliverables prepared by any Sub-Consultant or Specialist shall remain the responsibility of the Tenderer. The Tenderer shall be liable to ATU in respect of such work to the same extent as if the work had been undertaken directly by the Tenderer.

Without prejudice to the foregoing, ATU may require the Tenderer to procure and provide Collateral Warranties from proposed Sub-Consultants and/or Specialist Service Providers in the form of MF 2.3 – Collateral Warranty for Sub-Consultants included in Volume 6.2.

Where such a Collateral Warranty is in place, ATU shall be entitled to obtain directly from the Sub-Consultant copies of designs, drawings, reports, specifications and other documents produced by the Sub-Consultant in connection with the Services. In addition, ATU shall be entitled to exercise any step-in rights and related rights available under the Collateral Warranty, including, in specified circumstances, the right to require the Sub-Consultant to accept instructions directly from ATU or to enter into a replacement appointment arrangement.

Ancillary Certificates shall be required from Sub-Consultants, Specialists and any unregistered consultants providing professional design services in connection with the Project.

4.0 Project Control

4.1 Site Visits, attendances and Inspections

Tenderers are required to include rates for site supervision, site visits, inspections and the like as required for the satisfactory completion of the service in the Pricing Schedule at Volume 4.2.

A significant element of the requirement under any call-off works, including those listed at **Appendix 1** of this document, will require attendances to campuses to fully investigate design requirements and develop detailed drawings of existing construction, services and utilities.

It will be a condition of the framework that the appointed consultant shall respond within a reasonable time frame to works queries and be available on agreement to attend campus to address project works. The expectation is that the consultant can attend **within 7-14 working days of the request**.

4.2 Design Team/Client/ Progress and other Meetings

The design consultant will be required to have meetings with ATU Donegal Estates team for design and final documentation approvals as required by the project scope. More complex matters may require the establishment of regular design team meetings, led and managed by the Design Team Lead. More detailed projects and resourcing arrangements will be agreed in advance as it is recognised that projects of greater value will follow the normal path of project management i.e. stage 1-5 in design delivery. Minor works will be dealt with case by case depending on complexity.

All meetings, in person or virtual required for the delivery of the project(s) including Stakeholder meetings/ presentations/ pre planning meetings/ meetings with statutory bodies/ local authorities/ adjacent landowners/ landlords that are required and deemed included.

Under the framework agreement, communications between members of the Design Team will be unrestricted and will be led by the Design team Lead liaising with and reporting directly to the Project coordinator, project manager or Estates Manager.

All communications from the design team and works contractors with the Client will be directed by the design team to the principal contractor and Estates Manager to avoid uncoordinated exchanges. The Architect/ER will prepare and circulate minutes of Design Team and Site Meetings within five working days. Where a DTL is not appointed the PSDP will be required to issue a record of any meetings for file in the form of email or agreed communications package.

All instructions from the Client, will be given via the design team and only instructions given in this way should be acted upon. All requests for information or approvals required by the Client will be directed by the Design Team Lead (DTL). Requests will allow reasonable time to formulate and return the information or approvals requested without causing delay to the agreed project programme.

During any construction periods, and in accordance with the Public Works Contract, all instructions to the Contractor will be given through the DTL/ ER following a request for and receipt of approvals from the Client. The DTL shall ensure that such approvals are sought in writing and in sufficient time to allow the Client to obtain the necessary approvals and to comply within the response time constraints set out in the Public Works Contract.

These proposals represent the minimum requirement in terms of meetings and Tenderers in preparing their submissions should not underestimate this requirement having regard to the nature of the works, programme or the requirement for attendance at the ATU.

4.3 Value Management

The design development process must clearly demonstrate by means of progressive Cost Planning and Value Engineering that the requirements of the design brief have been optimised in the project design and specification at each stage. Maximising energy efficiency and environmental sustainability whilst minimising lifecycle costs will be of particular importance. Value management strategies should include but are not limited to:

- Opportunities to explore costs and operation of considered solutions
- Process approach to prioritise best value
- Data driven decisions by means of the monitoring and verification process

Proper value management should aim to achieve the required quality at lower cost, or a higher quality at the same cost.

The PSDP and / or Design Team Leader is to communicate to the Client as soon as issues emerge which are likely to require change or adjustment to the agreed scope of works.

The Design Team leader is to ensure that, where appropriate, each member of the Design Team co-operates in the assessment of the implications of changes on the Project scope, programme, budget and quality of construction.

The co-ordination of this value management strategy is to be by the Design Team Leader and communicated to the Client Representative.

4.3 Post Contract Cost Reports

The Quantity Surveyor shall provide a cost/budget update at each client/design team meeting and prepare a detailed bi-monthly Cost Report which shall be submitted to the Estates Office, at the latest, one week before scheduled client/design team meetings. All members of the design team will be required to input to cost reports as required.

4.4 Design Stages

Where applicable, the design stages (Volume 7.4) to be adopted will be in accordance with the Department of Education and Youth, ***Design Team Procedures 5th Edition, 2025***, as follows:

- (i) Combined Stage 1: Preliminary, and Stage 2a: Developed Sketch Design
- (ii) Stage 2b: Detailed Design
- (iii) Stage 3: Tender Action
- (iv) Stage 4: Construction
- (v) Stage 5: Handover of Works, Final Account Settlement and Final Reports

4.5 Design Stage Submissions

The design team will submit electronic copies of each completed stage report, combined Stage 1/2a, Stage 2b and Stage 3 for ATU Donegal and any Sanctioning Authority, where applicable. Following approval/amendment the design team will submit one electronic copy of all approved documentation. Each copy shall include one set of drawings and reports.

The design team will be required to input into queries, reports and submission for the following stakeholders as required by ATU Donegal (Contracting Authority/ Employer) and the project coordinator through the various stages of the project:

- Sanctioning Authority and their technical advisers
- ATU Donegal Project Implementation Board or Project Steering Group
- ATU Donegal Project Coordinator/Project Manager

4.6 Stage Completion Certificates

Where applicable, Stage Completion Certificates in accordance with the templates at Volume 7.4 shall be completed by the design team for each of the Stages 1/2a, 2b, 3, 4, and 5 and shall accompany each Stage Report.

4.7 Design Fee Payment

The fees for design services shall be paid following the satisfactory completion and approval of each stage and receipt of the relevant Stage Completion Certificate, as per the schedule below for a given project/s. Approved fees in connection with Stage 4, only may be paid in interim instalments per Volume 7.4.

DESIGN SERVICE	Stage 1&2a	Stage 2b	Stage 3	Stage 4	Stage 5
Project Supervisor for the Design Process	25%	35%	5%	30%	5%

All projects are subject to funding and internal approvals processes. Due to programme and funding constraints ATU Donegal reserves the right to terminate any commission on successful completion/part completion of any or none of the project stages.

Note that projects will each be treated separately from one another when completing stages. Certain projects may or may not advance to the future stages depending on funding approval by the Authority. No reason will be required to terminate.

4.8 Inclusiveness of Tendered Fees

The Tendered hourly rates are deemed to include for profit and for all costs associated with staff as set out in 5.5 in Volume 1 Instructions to Tenderers.

4.9 Additional Service Orders (ASOs)

Additional service orders (ASO's) must be agreed in writing by ATU in advance of any associated additional service being undertaken. ASO's will only be considered where the scope of such service could not have been reasonably envisaged as forming part of the overall service required for the successful delivery and completion of the project. ASO's will not be considered where the associated service cost has been adjusted in an associated increase of the approved budget on which fees are calculated.

The evaluation of ASO's will be calculated using hourly rates based on tendered time charges and vouched weekly time sheets to be submitted no later than the end of the week following the week the service was carried out.

Appendix 1 – Proposed Schedule of Works

Project	Campus	Expected Disciplines	Planned Stage development (F, 1,2,3,4,5)	Scope	Room Numbers
Science office refurbishment	Letterkenny	All	All	Repurposing and maximise office space to support increased headcount. +2 admin, +1 HOD (approx 375 sqm)	2455-2470
HR office relocation	Letterkenny	All	All	Relocation of HR office from 1st Derek hill (DH) building to ground floor main building(approx 130 sqm)	DH212-215 to 1150-1154
The curve office refurbishment	Letterkenny	All	All	Repurposing of office space to improve office space allocation, 1-1 student consultations and fabric improvements. Includes integration of new terrace infill classroom project (ongoing works) (approx 410 sqm)	3451-3460
Management suite refurbishment	Letterkenny	All	All	DH Level 2 management suite. To be repurposed with more suitably sized offices, additional Senior leadership offices and admin space. Will be done in conjunction with HR office relocations works (approx 100 sqm)	DH200-204
Estates office refurbishment	Letterkenny	All	All	Office is currently shared with other central services functions. Office to be repurposed to house Estates operations and capital team. To include provision for 4 offices, meeting room, archive room and admin section. Admin areas to have a staff helpdesk area (approx 150 sqm)	DH 100 to 112

Canteen extension	Letterkenny	QS, Arch	Feasibility	Extension to canteen to south of main building. (approx 300 sqm)	1105
Main entrance & Foyer refurbishment	Letterkenny	QS, Arch	Feasibility	Main entrance is uninspiring, lacks colour and does not draw users. Entrance door is too small. Reception area too small. Storage around foyer unsightly. Change façade/add glazed entrance, increase size of rotating door. Work with signage company to address main entrance signage and wayfinding leading to main entrance	External
Staff office (2–3-person upgrade)	Letterkenny	Arch, Fire	Feasibility	Existing staff offices hold 2 staff. Review current arrangement to increase to 3 staff	2254-2282
CoLab Sewer sump pump upgrade	Letterkenny	M&E, C&S, Arch	All	Relocation and upgrade of pump system (move away from the road)	External
An Seomra Ciuin	Letterkenny	Arch, Fire, M&E	All	Wellness room design and installation. Refurbishment of existing toilet block as a wellness room (approx 25 sqm)	1109
Plantroom 2 distribution board replacement and MCCs upgrades	Letterkenny	M&E	All	Replace non-compliant and aging boards. Replace MCC	1129, 1129a, 1401a
Fire coverage assessment	All	Arch, Fire	All	Compliance review and assessment of detection coverage	All areas
Legionella compliance	All	All	All	Using the current Legionella risk assessment; Destratification of calorifiers, as-build all water system drawings. Identify dead-legs for removal. Provide improvements for insulation. Provide rationalisation of TMVs	All areas

Termed maintenance contracts	All	M&E, Arch, QS	N/A	There are specific contracts that are used to tender for Electrical, Mechanical and building maintenance contracts. Review and update contracts to be compliant to current standards and update pricing schedules to ensure best value for money contracts	N/A
Dilapidation study - roof replacements	All	Arch, QS	Feasibility	Roofing degradation report, material and insulation upgrades including main roof area, cappings, lead work etc. Recommendations to be carried forward for critical works with SOW development and tender (approx 4000 sqm)	An Danlann, Co-lab, Killybegs boilerhouse roof
Campus landscaping	All	Arch, C&S Landscaping	All	Biodiversity plan, arborist report and plan. Invasive species management plan, West campus under-developed lands integration plan including biodiversity, planting, ponding and stream improvement works. Also to include culvert assessment and improvement works to LK Flood zone.	Refer to topological drawing and campus maps
Electrical boards single line diagrams	All	M&E	N/A	Currently no all campus drawings for electrical network. Create as-built SLDs and block diagrams for Electrical system.	All
Water systems	All	M&E	Design	Create as built P&IDs for all water systems. LTHW, Mains water, Potable water, Grey water, Foul	
P&IDs - Gas systems including haz and LPG	All	M&E	Design	Create P&IDs for all Gas and air systems including LPG, compressed air and special gases (Nitrogen, Argon, Hydrogen, Carbon Dioxide, Oxygen, helium, Acetylene, Hydrogen).	All lab areas

				This shall include all manifolds, pipework to points of use with tool IDs at POU	
Fire Regularisation Certification of existing buildings	All	Arch, Fire, M&E	Design and tender	Review and update 2015 regularisation report. Compartmentation assessment. Minor works modifications made to rooms require fire certification and update	2203,2204, 1134, 3337,3338
Replacement of Millenium & Tourism boilers with Heat pumps	Killybegs	M&E	Feasibility	Initial feasibility and design to replace existing boilers with heat pumps	Millenium and Tourism buildings
Mezzanine in An Danlann	Letterkenny	QS, Arch	Feasibility	Prelim design and costing to install a mezzanine and repurpose kitchen in An Danlann. Upgrade SU area (approx 262 sqm)	AD 104
An Danlann Reception desk	Letterkenny	Arch, M&E	Design and tender	Install glazing with ventilation for staff and temp control (Approx 8sqm)	AD 100a
Board design for minor power	Letterkenny	E	N/A	Older boards to be replaced due to age, non-compliance to current standards. Board spec, breakers, RCBOs etc to be issued to Electrical contractor for future installations	All boards
BER and DEC updates & retrofit planning and upgrades per the EPB directive	All	Arch, M&E	N/A	Annual update of DEC's & retrofit planning and upgrades per the EPB directive	All buildings
Staff dining room changes	Letterkenny	All	All	Improve storage for canteen and update seating area and fabric, Poor heating control	1106,1106a,1106b

Ph2b / Nursing roof guardrail	Letterkenny	Arch		Ballasted system	
Nursing building façade & window replacement	Letterkenny	All	Feasibility	Poor insulation properties and poor grade glazing. Energy efficiency upgrades to improve Drafts and heat loss (approx 2,000 sqm)	Nursing wing
Heating system power flush, and bleed / balance	All	M&E			
Rockface structure repair behind G-Wind building	Killybegs	C&S	All	Provision for full design and tender to reinforce rock face to rear of G-Wing at Killybegs including retaining wall due to crumbling rock face	External
Car park and walkways upgrades	All	Arch, civil	All	1. Pedestrian walkways, barriers and condition report for Carparks. 2. Provision for crash barriers at BIC as per HSA report. 3. Killybegs main building is a building of historical interest. Escape routes and access/egress routes need to be assessed for compliance. Provision for handrails needed to rear of building	External
Cavity wall Insulation	Letterkenny	Arch	All	Provision for full design and tender to insulate external cavity wall (approx 600sqm)	1104, 2209
Canteen refresh	Letterkenny	Arch	Design	Furniture replacement and vinyl for canteen, painting, skim concrete slabs, window upgrades (triple glaze and argon filled). Provision for improvements to design (approx 317 sqm)	1105

EV charger -Co-Lab car parks	Letterkenny	C&S; M&E	All	Install EV charger in Co-lab carpark and east carpark	External
Biomass extension to Nursing and Co-lab	Letterkenny	M&E	Feasibility	Extend header and add heat exchanger for Nursing heating. Review of buffer tanks and boiler sizing/quantity	Nursing wing
Boiler room Refurbishment	Killybegs	All	All	Boiler room has had plant added over many years of operation. The room including floors and roof is now in poor condition and rationalisation of pipework and boilers is required. A full set of P&IDs is required of the existing heating system. In addition, the boiler room heating system is to be left such that it can support future refurbishment of the main building 3rd floor which is currently not in use.	Nursing wing
Lift replacements	Letterkenny	Arch, M&E, Lift Specialist	All	Replacement of 4 no lifts over 4 phases. Each lift are now at end of life due to obsolete parts. Initial specification (see supporting docs) and tender documentation has been developed for phase 1 (main building lift)	1500
Topological surveys	All	C&S	N/A	Annual update to existing topological drawings	External
Feasibility Studies & Surveys	All	All	All	Various	Various
Cost Reports	All	All	All	Various	Various



Appendix 2 - Project Brief Template

Project Information

Description	Details
Project Name	
Project Sponsor	
Project Manager	
Start Date	
Target End Date	

Project Background

Description	Details
Background / Business Need	

Objectives

Description	Details
Objective 1	
Objective 2	
Objective 3	

Scope

Description	Details
In Scope	
Out of Scope	

Key Deliverables

Description	Details
Deliverable	
Due Date	

Stakeholders

Description	Details
Name (s)	
Role (s)	
Responsibilities	

Timeline & Milestones

Description	Details
Milestones	
Target Dates	
Owner	

Budget & Resources

Description	Details
Item	
Estimated Cost	
Resource Required	

Risks & Assumptions

Description	Details
Risk/Assumption	
Impact	
Mitigation	

Success Criteria

Description	Details
Measure	
Target	

Approvals

Description	Details
Name	
Role	Project lead
Signature	
Date	

Name	Ben Austen
Role	Estates Manager
Signature	
Date	