



OPW Oifig na
nOibreacha Poiblí
Office of Public Works

Request for Tender Facilities Management Consultancy Services

ME26003

Document 2 Service Requirements

DESCRIPTION OF WORK

Facilities Management Consultancy Services

1.1 General

The Commissioners of Public Works intend appointing a number of Facilities Management Consulting Engineers to provide professional Facilities Management consultancy services in the area of operations monitoring, audits, cost reports and other project related services on their Facilities Management projects.

1.2 Work

The work may largely be described as work on existing contracts but may include consultancy and advisory services on other projects. The works generally include the following:

- 1) Operations Monitoring and high level management of existing facilities management contracts. This will typically involve liaison with OPW, building occupants and FMCo, day-to-day monitoring, attendance at meetings, monitoring of performance, management of works requests, management of invoicing, cost control, regular service line audits, and ad hoc audits and inspections,
- 2) Tendering of FM contracts as and when required, this typically will involve customer briefing meetings, drafting of tender documents, management of the tender process, tender assessment and management of FMCo mobilisation and demobilisation.
- 3) Ad hoc audits, this will typically involve auditing a standalone incident or series of incidents against FMCo or customer procedures or protocols
- 4) Project management services for minor maintenance work programmes or plant upgrades or similar
- 5) Advisory or other consultancy services in relation to other projects, this will typically involve working with OPW and the customer to establish a scope and or an order of magnitude budget, advise on policy, best practice or statutory requirements
- 6) Cost control and reporting, evaluating change requests and subsequent cost increases or decreases, statutory labour rate increases or similar

Please refer to the Document 5 Services Task List for further descriptions of the type of work to be undertaken as part of this service.

1.3 Engagement of Consultant

Service Contracts will be on the terms of the Standard Conditions of Engagement for Consultancy Services (Technical) as completed by the Employer and the Consultant according to the attached Framework Rules

The standard conditions of engagement for consultancy services are available at:

<http://constructionprocurement.gov.ie/standard-conditions-of-engagement/>

All other appointments will be as per OPW conditions of engagement for Consultancy Services.

The Consultants TASK LIST & PRICING SCHEDULE are to be used in conjunction with the above.