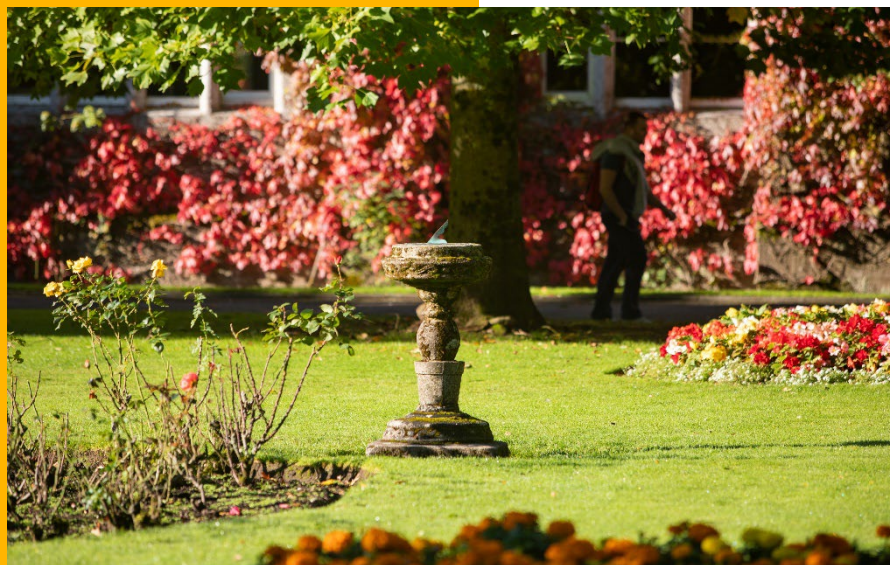


UNIVERSITY COLLEGE CORK

Establishment of a Multi Supplier
Framework of Construction
Consultancy Services for Small &
Minor Projects for the Buildings &
Estates Office, UCC

Capital Projects Office

Schedule of Stage Services for
Architecture



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Document Revisions

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1.0 INTRODUCTION

This Schedule of Services has been developed to ensure that University College Cork (hereinafter called UCC) service requirements for the completion of the commission are clearly understood by the service provider and is mutually agreed between UCC and the service provider.

The schedule has been developed in a generic format to facilitate its use for all UCC capital developments and while the schedule has been developed to be a comprehensive statement of the service requirements of UCC the service provider must ensure that all necessary actions normally required for the completion of the commission are included for in their proposal.

Any conflicts between this Schedule of Services and the partially complete Schedules A & B or any other information issued by UCC should be immediately brought to the attention of Capital Projects Office.

The Capital Projects Office Design Team Procedures apply to all to all design team members, regardless of whether they are part of a single point design team, an integrated design team or directly procured by UCC.

Where the commission relates to a single point design team appointment, the term Integrated Design Team Lead (IDTL) shall be replaced with Design Team Lead, and Integrated Design Team (IDT) with Single Point Design Team.

This document is to be read in conjunction with the following documentation:

- UCC's Capital Projects Office Design Team Procedures,

1.1 CLIENT

For this commission the client is "*University College Cork*"

1.2 CONTRACTUAL ARRANGEMENTS

For this commission the client shall appoint Choose an item. and Section 1.2.2 below applies.

1.2.1 Integrated Design Team (IDT)

The Client shall appoint an integrated design team ("the Design Team") comprising of the following principal service providers (PSP).

- Architect and associated specialist skills providers
- Civil & Structural Engineer and associated specialist skills providers
- Mechanical and Electrical Engineer and associated specialist skills providers
- Project Supervisor Design Process.

A principal service providers may be requested to provide a specialist skills provider (SSP), as described in the Suitability Assessment Questionnaire and ITT. A PSP may provide these services as in-house or

engage the services of an external consultant. Where an external consultant is used to provide these services, then the PSP shall enter into a sub-consultancy agreement with their respective specialist service. These agreements are to be furnished to UCC prior to completion of Stage 1. A Collateral Warranty will be completed between the Employer and all sub consultants using model form 2.3 latest revision.

UCC reserves the right to withhold payment of services until the executed Collateral Warranty and Sub-consultant agreements have been received by UCC.

In most cases, the Architect will be nominated as the integrated design team lead (IDTL), however for civil engineering projects, the Civil & Structural Engineer may be nominated as the design team lead and will be clearly defined in the Definitive Project Brief.

Each member of the Integrated Design Team shall enter into a direct contract with the Client under their respective Conditions of Engagement, but all parties shall operate as an Integrated Design Team, collaborating and coordinating their services in accordance with these integrated design team procedures, the relevant schedule of services and all other contract documents.

The IDTL shall also be responsible for coordinating and integrating the work of any other consultants appointed directly by the Employer who are not members of the Integrated Design Team, including but not limited to:

- Quantity Surveyor,
- Carbon Co-ordinator,
- Energy Efficient Designer; or
- Any other such consultants engaged by the Client for the Project.

The IDTL's role in managing these additional consultants shall include:

- Programme and Interface Management: Ensuring alignment of deliverables and design information with the Integrated Design Team,
- Information Coordination: Incorporating their outputs into the overall design and documentation; and
- Communication Management: Acting as the primary point of coordination between such consultants and the Integrated Design Team.

The Integrated Design Team shall collectively adopt and implement an Integrated Working Protocol, covering:

- Agreed procedures for design coordination,
- Common Data Environment (BIM),
- Risk management processes,

- Collaborative decision-making and reporting structures; and
- Regular coordination meetings.

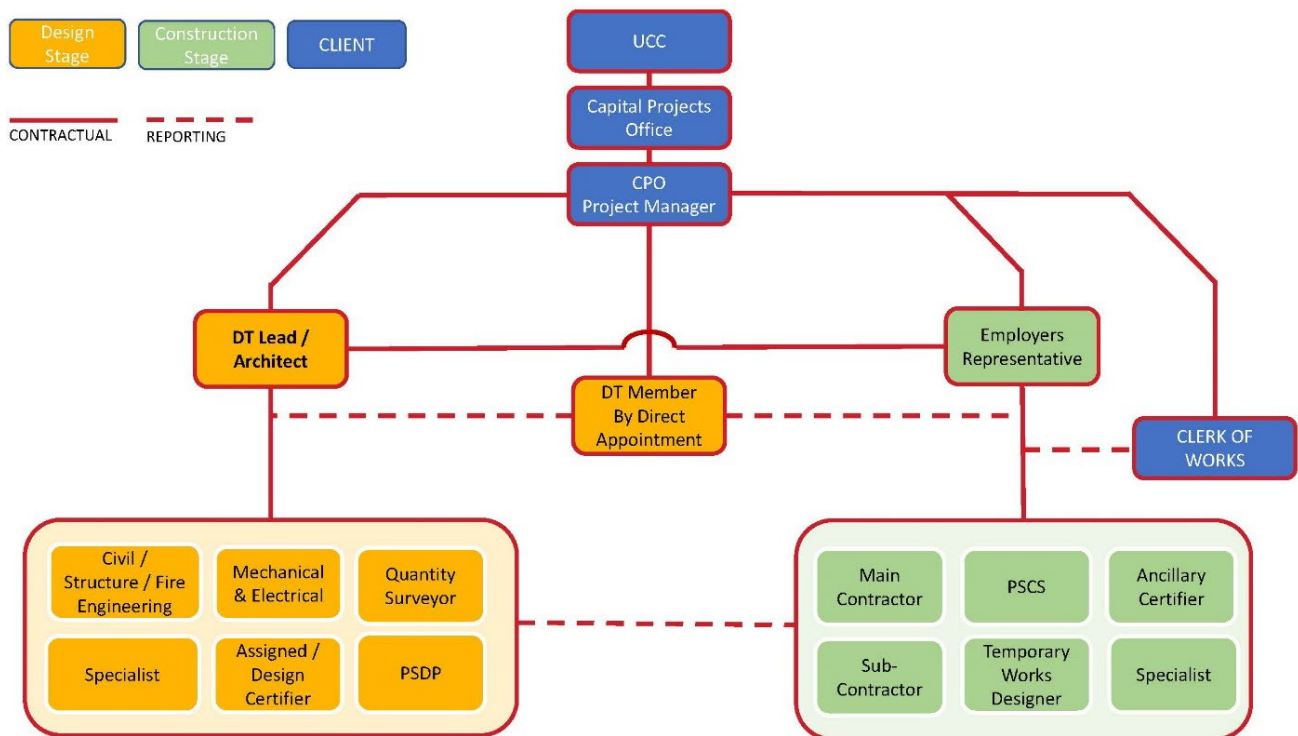


Figure 1.2.2 Single Point Design Team Reporting Structure

1.3 THE SCOPE OF SERVICES

The terms of engagement for design team members are the Office of Government Procurement Standard Conditions of Engagement current at the time of the appointment. (available at <https://constructionprocurement.gov.ie/standard-conditions-of-engagement/>).

The scope of services is as set out in this document and is to be read in conjunction with all other schedule of services for each discipline.

The scope of service includes all work required to design and construct the project in a competent and professional manner (whether expressly stated or not); prepare all documentation and reports required by these procedures; obtain all necessary approvals whether UCC or statutory approvals, all in accordance with the above documents or as otherwise modified by the briefing information. All work required to comply with the Building Control (Amendment) Regulations 2014 is included in the scope of service, including the roles of Design Certifier and Assigned Certifier to be carried out by the Design Team Leader.

Consultation with UCC and UCC's end users is an on-going process during the stages and is included as part of the Service. In particular, the service includes for repeat submissions (where required), meetings and such other communications as may be needed to complete the Project or Stage.

The design team is responsible for the printing, reproducing or purchasing of all documents, drawings, maps, photographs and other records for the proper performance of the service.

Delays caused by the main contractor resulting in prolongation of the contract are not a cause for additional fees in accordance with the Conditions of Engagement.

1.4 BREEAM

The BREEAM rating for the project is as per that stated in the Definitive Project Brief, if no such rating is provided, then a BREEAM “Excellent” building shall be provided.

The Lead consultant for the delivery of BREEAM shall be the Mechanical and Electrical Consultant; however the Architect shall have significant input into the BREEAM process and shall assist the M&E consultant (or any agent engaged by the M&E Consultant with respect to BREEAM) in all aspects of delivering a BREEAM “Excellent” building throughout all stages of the project.

The Architect shall include for all services, specialist or otherwise to assist the M&E Consultant to deliver a BREEAM "excellent" building, including design, inspection, testing and commissioning throughout all stages of the project, including producing any reports necessary.

All team members involved in the delivery of BREEAM i.e. Mechanical and Electrical Consultant; Architect and Civil & Structural Engineers shall jointly complete a Gap Analysis prior to the team’s tender submission to ensure all required services associated with the delivery of BREEAM are covered in the overall Fee bid.

Any additional fee claims for services, reports or otherwise related to the delivery of a BREEAM rated building will not be considered, and all consultants are reminded to ensure that they have fully included for the delivery of a BREEAM rated building as part of their tender price.

2.0 PROJECT MANAGEMENT AND CO-ORDINATION

2.1 DESIGN TEAM LEADER

The design team leader is the Architect, unless otherwise noted in the Definitive Project Brief.

The following duties apply to the Design Team Leader (for all Stages) in addition to the duties relevant to his/her professional discipline:

- Overall Management / Co-ordination of Project Stages and Programme including ensuring that any information, communications and/or Stage Submissions are channelled through the Design Team Leader.
- Chair and record Design Team Meetings, Site Meetings, third party and stakeholder meetings as necessary.
- Prepare and submit monthly reports on progress, quality, cost and Health & Safety in relation to the development with the assistance of the other Design Team members in such form as UCC may reasonably require.
- Ensure that the Design Team comply with UCC procedures and SOP's as they may apply to building design and construction to include fully co-ordinated plans, room data sheets and elevations of all rooms.
- Develop and provided fully co-ordinated room data sheets for each room to the level of detail as outlined in examples provided in Appendix A, Room data sheets are to identify and locate all fixture and fittings placed on the walls, floors, ceilings and reflected ceiling plans, but also all fixed and loose furniture. In addition, all M&E equipment within ceiling and wall voids are to be indicated ensuring that access hatches are located such that all necessary plant that needs to be maintained can be easily accessed. The room data sheets are to be extracted from the fully co-ordinated federated BIM model, where BIM is a requirement of the project.
- The Design Team Leader is responsible for reviewing all documentation (from whatever source or discipline), carrying out a quality check on that information and ensuring that all drawings and documents are co-ordinated between the disciplines.
- The Design Team Leader must also ensure effective communications between the relevant DT disciplines, and, where such communications or responses are not effective, implement corrective action including (if required) UCC notification.
- In addition, the Design Team Leader is required to act as Design Certifier and Assigned Certifier in accordance with the requirements of the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works.
- The Design Team Leader shall monitor and review the progress of the project in line with the approved project program and budget and shall report any divergences, with recommendations to mitigate any further deviations to the employer. The design team leader in conjunction with design team members shall ensure that inflation is accounted for in their design and budget management.

- The Design Team Leader shall monitor and review the progress and performance of its design team and report any divergences, with recommendations to mitigate any further deviations to the employer.
- The Design Team Leader is also responsible for ensuring compliance with UCC's Schedule of Services, for all disciplines. Refer to the following Schedule of Services for the following roles:
 - Civil/Structural & Fire Engineering Services,
 - Mechanical, Electrical & Process Engineering Services,
 - Quantity Surveying Services,
 - Project Supervisor Design Process (PSDP),
 - Employers Representative
 - Information Manager (BIM Only),
 - Planning Consultant (Project Specific); and
 - Other Specialist Service Providers (refer to DPB).
- For the construction period the Design Team Leader will act as UCC's representative in line with schedules A & B of the Standard Conditions of Engagement. The Lead Consultant must ensure that the completed design meets the budgetary requirements. The Lead Consultant must ensure that the completed design of the project fulfils the programme requirements.

2.2 OTHER DESIGN TEAM MEMBERS

The other Design Team members are responsible for all work (relevant to their discipline) required to design and construct the project in a competent and professional manner (whether expressly stated or not).

The other disciplines are required to co-operate with each other and the Design Team Leader and provide (in a timely manner) all information and documentation needed to permit the other disciplines to complete their work.

All Design Team members are also required to review, quality control and co-ordinate all information and Stage documentation with other DT members and ensure compliance with each disciplines UCC's Schedule of Services.

In addition, all Design Team members (with the exception of the Quantity Surveyor), including any sub-consultants that may be employed and relied upon for elements of the design, will be required to provide ancillary certificates for the elements of work for which they are responsible in accordance with the requirements of the Building Control (Amendment) Regulations 2014.

A member of the team will be required to fulfil the role of Employers Representative (ER) for the project in accordance with the requirements of the CWMF. The role of the ER is a dedicated role and the individual must not have any other function (design or otherwise) for the project. The ER can be independent of the other members of the design team i.e. a separate individual or company or can be chosen from within one of the participating team members. The role of ER should be fulfilled by the same candidate for stages i to v.

3.0 STAGE SERVICES

3.1 STAGE 1 – PRELIMINARY DESIGN

3.1.1 Co-ordination of the Project Stage.

- Obtain written approval from UCC to commence stage.
- Co-ordinate design team members and provide all information as necessary for Stage completion.
- Review, quality control and co-ordinate all information and stage documentation with other Design Team [DT] members and ensure compliance with UCC's Design Team procedures.
- Design Team Lead in conjunction with DT members to discuss and outline the principles of integrating the Building Services within the building structure and finishes, including agreement on distribution routes for service runs, "soft spots" and cross over zones within the building.
- Provide the UCC appointed Project Manager with sufficient notice for all UCC required approvals, decisions on matters that require any action by UCC, and where appropriate, assist UCC by providing recommendations and options.
- Within one month of appointment, the design team lead shall prepare and submit to UCC a detailed and comprehensive **Responsibility Matrix**, (with contributions from all design team members) which will identify all significant individual and collective responsibilities for the safe and efficient delivery of the project.
- Develop a programme for preliminary and design stages. Show project deliverables within programme and report on progress at Design Team Meetings.
- Prepare and co-ordinate all drawings in a software format this is compatible and allows the Design Team or UCC to provide clean drawings without additional cost.
- Allow for responding to all UCC queries within 2 days of being requested or sooner if required to maintain contract programme or for urgent matters.

3.1.2 Design Team Meetings and UCC Consultation

- Allow for fortnightly meetings (more if required) for UCC consultations (by Senior or Director) on site including travel time & expenses:
 - initial consultation to review brief and programme or work,
 - prior to developing sketch designs and
 - to discuss and agree draft report.
- Allow for fortnightly meetings Design Team Meetings on site to coincide with UCC meetings.
- Allow for 3+ brainstorming session with the Design Team and UCC.
- Allow for any other meetings as denoted in the meeting matrix and the Definitive Project Brief.

- Allow for design consultation meetings as required with the UCC and the End-User groups. A summary Charette exercise will be required. UCC and the End-Users will need a reasonably extensive initial design critique approach in this consultation.
- Include for repeat consultation as above for all material changes to the design or Stage 1 report (other than substantive UCC changes to brief).

3.1.3 Review Brief

- Validate all briefing and supplementary information (from whatever source) including Health and Safety Risk Assessment and Project Viability Assessment.
- Carry out Desk-top Archaeological study of likelihood that Archaeological artefacts may be located on the site or proposed building location or that the site may be part of a conservation area or contain protected structures.
- Assist in the preparation of UCC's requirements, including drafting and fine-tuning Design Briefs.

3.1.4 Internal Building Survey

- Carry out Internal Building Survey (where necessary) or allow for cost of sub-contracting same.
- Assess architectural interfaces for any potential risk and include within Stage 1 report.

3.1.5 Archaeology, Special Conservation areas, protected structures, etc.

- Where subsequent to the desk-top study the Architect is of the view that Archaeological artefacts may be located on the site or proposed building location or that the site may be part of a conservation area or contain protected structures the Architect shall investigate further to determine, where possible, the impact and cost of such site restrictions on the possible site locations. (Refer to Additional Services for consultation (as appropriate) with suitably qualified archaeologist to assess the scope of archaeological services required and procurement of those services).

3.1.6 Undertake a Suitability Assessment of Site & Location(s)

- Prepare and provide written evaluation of all possible locations on site (with evaluation criteria clearly indicated and applied to all the options).
- Provide an overview of the planning policy context for the site.
- Develop Strategic Plan and Policy for the site.

3.1.7 Evaluation of Existing Building(s)

- Where the project includes the evaluation / assessment of one or more existing building(s), or where a Schedule of Alterations to existing Accommodation and/or a provisional Schedule of essential Remedial Works is provided with the brief, the Design Team must make a careful

evaluation/detailed inspection and viability assessment of those existing building(s) identified in the Brief and in particular the elements requiring remedial works.

- The scope of works to the existing building should be the minimum required to comply with current regulations and to provide a safe, durable educational facility.

3.1.8 Local Authority Consultation

- The Architect in conjunction with the Civil/Structural Engineer should consult with the relevant Local Authority Planning Section and Roads Section to determine what constraints if any apply to the particular project and to ascertain the likely conditions which may apply.
- Additional Design Teamwork including subsequent revision to design proposals arising from Planning or Fire Certificate conditions which should have been foreseen at Sketch Design stage are deemed to be part of the scope of service and not a change to the Conditions of Engagement.
- In conjunction with the appointed Civil / Structural Engineer, advise UCC on the application of the current guidelines in relation to Flood Risk Management and assessment.
- Advise on land use planning and zoning for the project.
- Advise UCC on any agreements, leases and consents necessary for the installation, removal and / or relocation of their services and for the provision of supplies.

3.1.9 Benchmarking Visits

- Identify relevant similar projects in conjunction with the UCC's appointed Project Manager and visit with UCC as required to develop a fuller understanding of UCC's and the End-Users requirements.
- Allow for a 2-3 day visit to mainland Europe for a design benchmarking trip to view similar buildings / facilities. Please note that the Design Team lead will determine which disciplines will attend the benchmarking trip with all costs incurred to be included with the Form of Tender & Schedule Price. The Design Team lead is to also include all associate travel and accommodation costs for three UCC personnel.

3.1.10 Preliminary Sketch Designs

- Analyse and develop UCC's & End-Users requirements. Carry out studies as may be necessary to determine the feasibility of the UCC's Requirements. Advise on interior design, space planning and vertical and horizontal circulation. Advise on and analyse UCC's & End-Users internal requirements to ensure a properly functioning building for UCC & End-Users current business operations and intended / potential future use.
- Develop a basis of design document in a format agreed with UCC, incorporation of the basis of design from all disciplines.
- Develop initial proposals and alternative options for UCC's consideration.

- Develop Look and Feel concepts for internal finishes and surfaces for UCC approval.
- Identify the most appropriate locations for services within the building (water, electricity, communications etc) including any external plant areas.
- Prepare preliminary sketch design (in consultation with other D.T. members). Assess and record cost implications (in consultation with QS). Carry out H&S risk assessment.
- Repeat above design process indefinitely (other than for substantive UCC changes to brief) until design meets UCC's brief and schedule of services requirements.
- Value Engineering if required to keep the project within approved budget. Any value engineering decisions shall be taken in conjunction with UCC representatives without comprising on performance.
- Identify specialist's sub-consultancy packages.
- Phasing
 - Where phasing is a requirement of the project, develop a feasibility study for all phases of the development, including a priority list of works for all phases.
- Prepare and Manage the Risk Register
 - Review, mitigate and fully justify each item in consultation with other D.T. members.
- Recommend project execution strategy, involving phasing, programme, form of contract and method of contract procurement to provide satisfactory completion of the development at or below the approved cost limit and within the approved time periods identified.
- Advise on all contractual matters that arise during this stage.
- Develop a constructability report with the assistance of the other Design Team members and present to UCC.
 - Review with UCC alternative design and construction approaches and cost implications and include within Stage 1 report.
- Undertake Designers Assessment of Risk with respect to the Health and Safety Construction Regulations.

3.1.11 Cost Management

- Assist in the preparation of an order of magnitude cost to define the design scope in line with funding.
- Identify and cost all abnormal works:
 - Review, mitigate and fully justify each item and its cost in consultation with other D.T. members.
- Provide schedule of changes, if required to ensure that the design is within the approved Cost Plan and on Programme.
- Assist in cost checking of the Design against the cost plan and provide all necessary information.

3.1.12 Risk Register

- Within one month of the Consultant's appointment, the design team shall prepare a detailed and comprehensive **Risk Management Plan**, (with contributions from all design team members) which will identify all significant risks associated with the project, analyse / rate the risks, set out proposals to manage the risks and set out plans to review the risks.
- The Consultant shall assist UCC in developing appropriate risk management strategies for dealing with and managing risk throughout all stages of the project. The Risk Management Plan shall examine all risks that could affect the projects safety, cost, programme or quality. Each risk is to be rated and scored, assigned an owner and provided with a mitigation strategy to minimise its impact on the project. The Risk Management Plan shall be updated on a two-monthly basis.

3.1.13 Health & Safety

- Ensure that the Architectural design fully complies with the requirements of the Safety, Health and Welfare at Work (SHWW) (Construction) Regulations 2006. The SHWW (General Applications) Regulations 2007, SI 299 of 2007 and the SHWW Work Act 2005, compliance with the SHWW (Construction) Regulations 2013 and any other relevant Health, Safety and Welfare Legislation in force at the time of the commission.
- Update the Designers Assessments of Risk for this stage and submit to the appointed PSDP.
- Take account of the UCC's Health & Safety Building in Use questionnaire.
- Take account of UCC's Standard Operation Procedure 18 in determining the buildability of the project, and ensure that all tendering contractors are aware of their obligations under SOP 18, and all other UCC Standard Operating Procedures.

3.1.14 Stage 1 Report (including repeat submissions as required)

- Co-ordinate, project manage and oversee the preparation of the Stage 1 Report including the preparation of the Executive Summary.
- Co-ordinate Stage 1 reports from all other disciplines.
- Stage Completion Certificate signed by all Parties.

3.1.15 Pre-Stage 1 Stakeholder Meeting

- Attend Pre-Stage 1 Stakeholder Meeting in University College Cork, or an alternative local as chosen by UCC.
- Repeat for each revised Stage 1 submission (if required) resulting from non-compliance by the Design Team as a group with area and cost limits, (excludes substantive UCC changes to the brief).

3.2 STAGE 2A – DEVELOPED DESIGN

3.2.1 Co-ordination of Project Stage

- Obtain written approval from UCC to commence stage.
- Design Team Leader to ensure co-operation of Design Team to provide all information necessary for Project Stage. Review, quality control and co-ordinate all information and Stage documentation with other DT members.
- Review any implications for the proposed design arising from any Building Control Amendments, transition periods or proposed future amendments.
- Develop a programme for preliminary and design stages. Show project deliverables within programme and report on progress at Design Team Meetings.
- Prepare and co-ordinate all drawings in a software format this is compatible and allows the Design Team or UCC to provide clean drawings without additional cost.
- Allow for responding to all UCC queries within 2 days of being requested or sooner if required to maintain contract programme or for urgent matters.

3.2.2 Developed Sketch Design

- Develop scheme as Stage 1 approval (and agreed amendments) and UCC requirements.
- Assess H&S hazards and risks for developed Sketch Scheme.
- Review project costs with other DT members and in particular the Quantity Surveyor.
- In conjunction with UCC's Project Manager (if appointed) and other design team members, obtain any agreements, leases, consents for the installation, removal and / or relocation of their service and for the provision of supplies.
- Allow for a tree surgeon report and incorporate any recommendations within the design including any actions arising from UCC's Tree Protection Policy.
- Allow for an Appropriate Assessment Screening Reports and Natura Impact Statements.
- Review the Design with UCC's Estates Department, to ensure future maintenance of landscaped areas can be carried out within UCC's standard operation procedures.
- Review the design of plant and equipment areas with UCC Engineering Service Dept to ensure future maintenance can be carried out safely and efficiently.
- Ensure that a preliminary Building Energy Report is provided for the building.
- Allow for phased hand overs and enabling work packages.
- Develop an operational plan for the building with UCC. Covering Security, Access Control and Movement of all users through the building.
- Preparation of a quality assessment.

- Provide schedule of changes, if required, to ensure that the design is within the approved Cost Plan and on Programme.
- Assist in cost checking of Design against Cost Plan and provide all necessary information to allow Quantity Surveyor to complete accurate Cost Plan.
- Be responsible for below ground floor slab drainage and utilities. The civil engineer will be responsible for the foul, storm and water from the building perimeter to the local authority / Irish Water connection point. The mechanical and electrical engineer will be responsible for all other utilities from the building perimeter to the Utility connection point.
- Advise on all contractual matters arising from this stage.
- Meet with UCC End-Users groups as necessary to fine tune and sign off on the design as it progresses.
- Value Engineering if required at this stage to keep project within the approved budget. Any value engineering decisions shall be taken in conjunction with UCC representatives without compromising on performance.
- Update and maintain the risk register.
- Update the constructability report in line with design development and in conjunction with DT members.
- Undertake an Accessibility Audit for the proposed project by an approved Independent Accessibility Auditor. The provision of an approved Independent Accessibility Auditor is deemed to be included within the Design Team Tender Price.
- Prepare the Procurement Strategy Report for Works Contractors.

3.2.3 Statutory Approvals

- Consult with Statutory Authorities as required for all statutory submissions including Fire Certificate and DAC.
- All statutory approvals are part of the scope of services. Where external expertise (e.g. Fire Specialists, Planning Consultant, Landscape Architect etc) is considered necessary by the Architect, the procurement and payment of that specialist (sub-consultant) is deemed to be included in the Design Team Fee.
- Prepare & Submit Statutory Approval Documentation including but not limited to:
 - Planning Permission, including all subsequent Further Information Requests. In the case of a Strategic Housing Development Application, all necessary document required to form part of a successful submission.
 - Fire Safety Certificate Application (as prepared by Design Team Fire Consultant); and all subsequent amendments and revisions.
 - Disability Access Certificate and all subsequent amendments and revisions.
 - Any other statutory consents as deemed necessary.
- Planning: provide for the cost of photomontages (15 number & scale model).

- Obtain any agreements, leases and consents necessary for the installation, removal and / or relocation of their services and for the provision of supplies.
- In the case of a Strategic Housing Development Application direct to An Bord Pleanála, all necessary documentations to ensure a positive outcome.

The Design Team lead is to note that UCC is entitled under Article 157(1) of the Planning and Development Regulations 2001 to an exemption from the planning application fees.

Where the Fire Safety Certificate and Disability Access Certificate is not submitted at the same time, then the Design Team lead is liable for the additional cost associated with separate submissions.

3.2.4 Design Team Meetings / UCC Consultation

- Allow for fortnightly meetings (more if required) UCC consultations (by Senior or Director) on site including travel time & expenses.
- Allow for fortnightly meetings Design Team Meetings on site to coincide with UCC meetings.
- Prior to preparation of Stage 2a Report,
 - To discuss and agree draft report.
- Building in Use Safety Review Workshop with UCC Health and Safety Officer.
- Workshop Design Review meetings with UCC's Engineering Maintenance Department at 25% & 50% design completion.
- The Design Team are to allow for workshop meetings with UCC's ICT department in order to incorporate the ICT and Comms requirements within the construction tender documentation and liaise with UCC's appointed Project Manager to ensure efficient co-ordination on site and sizing of the dedicated rooms
- Allow for any other meetings as denoted in the meeting matrix and the Definitive Project Brief.
- Include for repeat consultation as above for all material changes to the design or Stage 2a report (excludes substantive UCC changes to brief).

3.2.5 Health & Safety

- Ensure that the Architectural design fully complies with the requirements of the Safety, Health and Welfare at Work (SHWW) (Construction) Regulations 2006. The SHWW (General Applications) Regulations 2007, SI 299 of 2007 and the SHWW Work Act 2005, compliance with the SHWW (Construction) Regulations 2013 and any other relevant Health, Safety and Welfare Legislation in force at the time of the commission.
- Update the Designers Assessments of Risk for this stage and submit to the appointed PSDP.
- Take account of the UCC's Health & Safety Building in Use questionnaire.
- Take account of UCC's Standard Operation Procedure 18 in determining the buildability of the project and ensure that all tendering contractors are aware of their obligations under SOP 18, and all other UCC Standard Operating Procedures.

3.2.6 Stage 2a Report (including repeat submissions as necessary)

- Co-ordinate, project manage and oversee the preparation of the Stage 2a Report including the preparation of the Executive Summary.
- Prepare elements of Stage 2a report appropriate to Architecture.
- Include for amendments (other than for substantive UCC changes to brief) to comply with cost and area limits, and UCC's stated requirements, re-printing and re-submission as required.
- Stage Completion Certificate signed by all Parties.

3.2.7 Design Stage Review Meeting

- Attend Design Stage review meeting on UCC Campus and allow for repeat Design Stage Review Meeting resulting from non-compliance.

3.3 STAGE 2B – DETAILED DESIGN

3.3.1 Co-ordination of the Project Stage

- Obtain written approval from UCC to commence stage.
- Co-operate with Design Team Leader and provide all information necessary for the Project Stage.
- Review, quality control and co-ordinate all information and Stage documentation with other DT member and ensure compliance with this design team procedures and scope of services.
- Ensure compliance with Design Team Procedures.
- Develop a programme for preliminary and design stages. Show project deliverables within programme and report on progress at Design Team Meetings.
- Prepare and co-ordinate all drawings in a software format this is compatible and allows the Design Team or UCC to provide clean drawings without additional cost.
- Allow for responding to all UCC queries within 2 days of being requested or sooner if required to maintain contract programme or for urgent matters.

3.3.2 Design Team Meetings / UCC Consultation

- Allow for fortnightly meetings (more if required) UCC consultations (by Senior or Director) on site including travel time & expenses:
 - initial consultation to review brief and programme or work,
 - prior to developing sketch designs; and
 - to discuss and agree draft report.
- Allow for fortnightly meetings Design Team Meetings on site to coincide with UCC meetings.
- Building in Use Safety Review Workshop with UCC Health and Safety Officer.
- Workshop Design Review meetings with UCC's Engineering Maintenance Department at 75% and 95% completion and any subsequent meetings required to ensure that the design meets UCC's Engineering Maintenance Departments requirements.
- The Design Team are to allow for workshop meetings with UCC's ICT department in order to incorporate the ICT and Comms requirements within the construction tender documentation and liaise with UCC's appointed Project Manager to ensure efficient co-ordination on site and sizing of the dedicated rooms.
- Allow for any other meetings as denoted in the meeting matrix and the Definitive Project Brief.
- Include for repeat consultation as above for all material changes to the design or Stage 2b report (other than substantive UCC changes to the project brief).

3.3.3 Statutory Approvals

- Consult with Statutory Authorities as required for all statutory Permissions and associated conditions.
- Consult with Statutory Authorities as required for all statutory Permissions including Fire Certificate and Disability Access Certificate.
- Prepare and submit all statutory Approval applications.
- All statutory approvals are part of the scope of service. Where external expertise (e.g. Fire Specialists, Planning Consultant, Landscape Architect etc) is considered necessary by the Architect, the procurement and payment of that specialist (as a sub-consultant) is deemed to be included in the Architect's fee.
- Prepare and submit reports on Statutory Approval decisions (with recommendations) to UCC.
- Include for amendments to documentation and re-submission of revised applications for above (where reasons for refusal should reasonably have been anticipated).
- Allow for preparation and issue of supporting information required by Architect for Planning / FSC / DAC appeal.

3.3.4 Detailed Design

- Develop scheme as Stage 2a approval (and agreed amendments), including any amendments arising from Statutory Approvals including thorough pre-planning of the building, services and external works.
- Ensure that architectural design complies with the Building Regulations, Relevant standards, Codes of Practice, recognised best practice and EU Directives and all other Relevant Documents.
- Where the project has an exceptional level of complexity, obtain agreement from UCC to use appropriate specialists, if not already included as part of the brief.
- Detail and specify fully all elements, including compliance with the requirements of the Building Control (Amendments) Regulations 2014 and the Code of Practice for Inspecting and Certifying Buildings and Works.
- Develop and provide Room Data and Room Pictorial Sheets to include fully co-ordinated plans, elevations and sections of each room and to ensure that these are fine-tuned and signed off by user groups prior to going to tender.
- Prepare Preliminary Inspection Plan in compliance with the Building Control (Amendment) Regulations (BCAR) 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works for inclusion in the Works Requirements. (Assigned Certifier (Design Team Leader) in consultation with full Design Team).
- Preparation of a BCAR special preliminaries and responsibility matrix to ensure that the Main Control is fully aware of his BCAR obligations.
- Review costs and through design and selection of materials ensure project is within approved budget. Prepare Works Requirements (Tender Documents) and including any additional

requirements for compliance with the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works.

- Production of Clash Detection Reports using an approved clash detection software on a monthly basis (BIM projects only).
- Comply with UCC procedures and Standard Operating Procedures as they may apply to building design and construction to include fully co-ordinated plans, room data sheets and elevations of all rooms.
- Ensure that the Architectural design fully complies with the Building Control Act and the Irish Building Regulations and all of UCC's Standard Operation Procedures.
- Ensure that Architectural design fully complies with the Buildings for Everyone (Inclusion, Access and Use) and Part 3 of the Disability Act 2005. Please note that it is UCC's policy to go beyond the minimum requirements of Part M of the Building Regulations with respect to accessibility.
- Ensure that the location of all fire extinguishers is aesthetically located within the building and incorporated into the tender documentation. (i.e. no left to the vendor of extinguishers to establish on site). Both the design and the equipment are to comply with IS 291.
- Undertake an Accessibility Audit for the proposed project by an approved Independent Accessibility Auditor. The provision of an approved Independent Accessibility Auditor is deemed to be included within the Design Team Tender Price.
- Allow for the design of all below ground floor slab drainage and utilities.
- Allow for the inclusion of a Changing Places Accessible Toilet, in the event that none is available within the existing campus.
- Identify the need for advance pre-tender action or pre-ordering of materials or equipment and seek UCC approval for proposals, including preparation of tender lists in conjunction with the Project Manager and other Consultants for early action.
- Allow for interior architecture and interior design services and space planning services.
- Ensure that the building specification and design comply with the performance criteria / brief as detailed by UCC and the End-Users. Design and Specifications to demonstrate clarity to allow for ease of approval of contractor submittals post tender.
- Detail the layouts of furniture and furniture positions, advise on the commissioning or selection of the fitted and loose furniture and fittings for the Project.
- Prepare and submit the Procurement Strategy Report for Works Contractors.
- Commence the prequalification stage for the main contractor procurement.
- Commence the prequalification and tender of Novated / Reserved Specialists.
- Assess all PQQ and submissions and determine whether each applicant meets the minimum standard, and if so, jointly mark with the (QS) each qualifying applicant.
- Submit provisional pre-qualification report to UCC.
- Advise on all contractual matters that arise during this stage.

- Update and maintain the Risk Register.
- Update the Constructability Plan and as part of the constructability review provide site set-up drawings showing access, lay-down areas and contractor's compound.

3.3.5 Health & Safety

- Ensure that the Architectural design fully complies with the requirements of the Safety, Health and Welfare at Work (SHWW) (Construction) Regulations 2006. The SHWW (General Applications) Regulations 2007, SI 299 of 2007 and the SHWW Work Act 2005, compliance with the SHWW (Construction) Regulations 2013 and any other relevant Health, Safety and Welfare Legislation in force at the time of the commission.
- Update the Designers Assessments of Risk for this stage and submit to the appointed PSDP.
- Assess H&S hazards and risk for detailed design. Determine appropriate level of risk transfer.
- Take cognisance of the UCC Building in Use Safety Questionnaire; complete and submit to UCC upon conclusion of Stage 2b.

3.3.6 Stage 2b Report (including repeat submissions as necessary)

- Liaise with other DT members during preparation of Bill of Quantities.
- Manage and co-ordinate assembly of Tender Package(s) (Using appropriate Public Works Contract).
- Co-ordinate, project manage and oversee the preparation of the Stage 2b Report.
- Include for amendments to comply with UCC guidelines, cost and area limits, and UCC's stated requirements (other than for substantive UCC changes to brief), re-printing, re-submission and meetings with UCC all as required.
- Stage Completion Certificate signed by all Parties.
- Ensure that the following documentation is submitted to the Capital Projects Office in both hard and soft copy:
 - Basis of design (architectural, civil and structural, mechanical and electrical etc).
 - Planning Permission Application, including all correspondence and subsequent revisions.
 - Fire Safety Certificate Application, including all correspondence and subsequent revisions.
 - Disability Access Certificate Application and subsequent revisions.
 - Full set of tender documents.

3.4 STAGE 3 TENDER ACTION

3.4.1 Co-ordination of the Project Stage

- Obtain written approval from UCC to commence stage.
- Co-operate with design team leader and provide all information necessary for Project Stage.
- Review control and co-ordinate all information and stage documentation with other Design Team members and ensure compliance with the Design Team Procedures.
- Prepare and co-ordinate all drawings in a software format this is compatible and allows the Design Team or UCC to provide clean drawings without additional cost.
- Allow for responding to all UCC queries within 2 days of being requested or sooner if required to maintain contract programme or for urgent matters.

3.4.2 Tender Action

- Prepare a full set Architects fully coordinated tender documents for the main contract and any sub-contracts.
- Make allowance within the specification for sample taking and carrying out tests of materials, components, techniques and workmanship in relation to the Architecture of the works.
- Ensure that all Main Contractor and sub-contractor obligations under the Building Control (Amendment) form part of the tender documentation.
- Allow for assembly of documents in electronic format. Include for one hard copy for record purposes and one (or more as required) for validation and signature by apparently successful Contractor.
- Undertake the contractor / specialist / novated / reserved specialists / Loose Furniture procurement process in line with the Design Team Procedures and the Capital Works Management Framework.
- Assist the Quantity Surveyor in the preparation of the Pre-Tender Estimate in the provision of all necessary information, schedules and drawings etc.
- Advise on evaluation criteria for assessment of Most Economical Advantageous Tender (MEAT).
- Actively participate in MEAT evaluation of contractors.
- If necessary and in conjunction with other design team members produce a list of revisions that may be made to tender documents to achieve tenders within the approved cost limit, for approval by UCC.
- Advise on the suitability of any proposed sub-contractor to carry out the works and comment on preparation of formal sub-contract documentation relating to accepted tenders for carrying out the works or any part thereof.
- The Architect as Design Team Lead has overall responsibility for the delivery of the project within budget throughout all phases of the project. If the pre-tender estimate exceeds the budget, the design team is responsible for all Value Engineering to align to Pre-Tender estimate within the

approved budget. Any value engineering decisions shall be taken in conjunction with UCC representatives without comprising on performance.

- Prepare tender documentation, including Loose Furniture Layouts and Schedules for Loose Furniture contracts and manage the procurement process. (May be brought forward to Stage 4 at UCC's discretion).
- Issue Tender documents to UCC to allow (Main Contractors and, where applicable, Reserved Specialists, Loose Furniture), be uploaded onto the E-Tenders /OJEU web portal.
- Deal with matters arising during the tender period including Questions and Answers and ensure any communications with any tender is through the Quantity Surveyor confirmed in writing and sent to all other Consultants and UCC. Please note that the response to Tender on the E-Tenders web portal is to be via UCC's appointed Project Manager.
- Review Tender Submissions in consultation with QS and other DT members allowing for all work required including all communication and meetings with Tenderers.
- Prepare preliminary Tender Report. (QS with input from other DT members)
- Attend site walk downs.
- Ensure compliance with European procurement directives and National Procurement guidelines.
- Advise on all contractual matters that arise during this stage.

3.4.3 Tender Report

- Prepare Tender Report in line with the UCC's Design Team Procedures, Liaise with QS and other DT members during preparation of Tender Report.
- Include co-ordination and project management of contributions from other DT members.
- Include for all necessary clarification meetings with the apparently successful tenderer.
- Stage Completion Certificate signed by all Parties.
- Comply with the CWMF guidelines on the procurement of reserved specialists (if used).

3.4.4 Design Team Meetings/UCC Consultation (On site)

- Allow for fortnightly meetings (more if required) for UCC consultations (by Senior or Director) on site including travel time & expenses.
- Allow for fortnightly meetings Design Team Meetings on site to coincide with UCC meetings.
- Allow meeting prior to submission of Tender Report.
- Allow for any other meetings as denoted in the meeting matrix and Definitive Project Brief.

3.4.5 Appointment of Contractor

- Allow for all work associated with Notification Letters and pursuing necessary clarifications/ documentation. (Repeat as required until suitable Contractor appointed.) (DT Lead with co-operation and assistance of other DT members).
- Issue Alcatel letter to apparently unsuccessful tenderers and de-brief in connection with UCC as required including requirements of Remedies Directive. Allow for all work associated with Issue of Letter of Approval. (Architect with co-operation and assistance of other DT members).
- Obtain written approval from UCC to prepare and issue the Letter of Acceptance in conjunction with the QS. Allow for all work associated with same.

3.5 STAGE 4 CONSTRUCTION

3.5.1 Commencement Notice (Architect as Design Certifier & Assigned Certifier)

- Prepare / co-ordinate all documentation required for inclusion with the Commencement Notice in compliance with the Building Control (Amendment) Regulations 2014 and lodge with Building Control Authority.

3.5.2 Co-ordination of Project Stage

- Co-operate with Design Team Leader and provide all information necessary for Project Stage. Review, quality control and co-ordinate all information required with other DT members and ensure compliance with UCC's Design Team Procedures.
- Assist ER/QS with a comprehensive Risk Assessment for UCC at various stages on all contractual claims & items referred to conciliation in accordance with CWMF guidelines.
- Update and maintain the risk register.
- Ensure continuous clash detection reporting on a monthly basis.
- Ensure that all mechanical, electrical, civil and structural submittals are co-ordinated within the overall building fabric and that any plant or machinery proposed that differs to the Works Requirements are capable of being received within the allocated space provided.
- Ensure that all mechanical, electrical, civil and structural elements are in keeping with the aesthetics and the agreed "Look and Feel" concept for the building.
- Allow for detailed design and administration of any UCC and End-User changes during the construction period and in conjunction with QS advise on potential cost implications.
- Print, reproduce or purchase all documents, drawings, maps, photographs and other records necessary for the proper performance of the Services.
- Prepare and co-ordinate all drawings in a software format this is compatible and allows the Design Team or UCC to provide clean drawings without additional cost.
- Allow for responding to all employer queries within 2 days of being requested or sooner if required to maintain contract programme or for urgent matters.

3.5.3 Contract Administration

- Allow for all work (relevant to professional discipline) necessary for the effective administration of the Contract, including close co-operation communication and information exchange between DT members.
- Advise on all contractual matters arising.
- Allow for responding to all contractor queries within the time limitations of the contract and where required sooner so as to mitigate against time delay.
- Assist to determine where possible, any dispute or difference relating to the works, which may arise between UCC and the Contractor and / or sub-contractor.

- Assist to make decisions where possible on delays, request for extensions of time and the consequences of acceleration or disruption.
- Assist in the evaluation, negotiation and settlement of any contractual claims.
- Assist to negotiate delay /disruption claims on a contract if such claims arise.
- Deal with interim payments in accordance with Clause 11 of the contract including confirmation on contractor compliance with conditions precedent to payment.
- Assist the ER in developing & managing a contract correspondence log.

3.5.4 Site Inspections and Meetings

- Allow for Director/Senior visiting site at least once a fortnight including travel time & expenses.
- Allow for Site Meetings at least twice a month and UCC consultation meetings as required by UCC.
- Ensure M&E co-ordination meetings are being undertake with appropriate records of same circulated to all parties.
- Monitor and inspect the works as being executed by the Contractor on site to ensure that the Development is proceeding in accordance with the terms of the specification.
- Issue to UCC in conjunction with the fortnightly walk-down a report covering quality and progress .
- Instruct sample taking and carrying out tests of materials, components, techniques and workmanship in relation to the Architecture and examine the conduct and results of such tests whether on or off site.
- Inspect and Certify the works as described in the Code of Practice for Inspecting and Certifying Buildings and Works.
- Undertake weekly detailed review of the project during construction, generating a quality control report for contractors to be updated on a fortnightly basis and reviewed at the fortnightly quality review meeting with contractor and as required with the relevant sub-contractor.
- Issue to UCC in conjunction with the fortnightly walk-down a report covering quality and progress.
- Attend all monthly cost control meetings with main contractor, specialists and direct contractors.
- Prepare detailed list of samples and long lead items for approval. Note dates by which these are to be submitted by the contractor in order to maintain project schedule. Track dates and report to UCC at progress meeting.
- Schedule of workshop meetings between all relevant parties to address and mitigate Project Risk Register.

3.5.5 Assigned Certifier

- Allow for all work associated with acting as Design and Assigned Certifier and performing all duties in accordance with the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works, including inspecting the Works and co-ordinating the inspection activities of others, in accordance with the Inspection Plan.

3.5.6 Project Reviews

- Prepare and submit a Project Review to UCC together with each Interim Certificate. (DT Lead jointly with QS and input from other DT members as required).

3.5.7 Dispute Management Procedure

- Comply with the requirements of the Public Works Contract procedures for dispute management and any other procedural requirements imposed by the appointed Conciliator.

3.5.8 Conciliation, Adjudication & Arbitration.

- Allow for maintaining up-to-date project files. (Excluding case preparation; associated research; assembly, printing and issue of documents required, and attendance at meetings / hearings).

3.5.9 Contractor Liquidation/Termination

- Allow for cost of administering termination of Contractor (including application of all relevant contract clauses). (Excludes preparation of detailed schedule of work completed to date and all other work associated with termination/liquidation).

3.6 STAGE 5 HAND OVER AND FINAL ACCOUNT

3.6.1 Coordination of Project Stage

- Co-operate with the Design Team Leader and provide all information necessary for Project Stage. Review, quality control and co-ordinate all information required with other DT members and ensure compliance with UCC's Design Team Procedures.
- Attend all meetings post substantial completion to close out all outstanding issues.
- Prepare detailed snag list as required to meet the programme and to ensure that all substantial snags are addressed prior to Practical Completion.

3.6.2 Substantial Completion

- Co-ordinate, project manage and oversee the preparation and delivery of the building information pack for UCC at handover.
- Allow for phased handovers and multiple substantial completion certificates.
- Provide comprehensive sets of the latest issue of construction drawings and specifications to UCC. Liaise with and assist the PSDP in assembly of information/ documents for Safety File. Consult with the PSDP regarding Contractor provision of information for the Safety File prior to issue of Substantial Completion. Meet UCC on handover and explain operation of the building. Allow for supplementary visits as required.
- The Design Team Lead in conjunction with all design team members shall familiarise themselves with the UCC Digital Project Manual (DPM) Hand Over File Procedures and in conjunction with the PSDP, PSCS populate the DPM in the manner prescribed.
- As handover approaches, provide final issue drawings, calculations and specifications to the Assigned Certifier, co-ordinate with Tender Documents and confirm compliance of completed design with the Building Regulations; provide Certificates of Compliance Design and Inspection at completion.
- Co-ordinate and submit to the Building Control Authority all necessary documentation as required by the Building Control (Amendment) Regulations 2014 and the associated Code of Practice for Inspecting and Certifying Buildings and Works, including Certificates of Compliance on Completion from all statutory and specialist certifiers and backup and ancillary certificates & tests as scheduled in previous submissions to the Building Control Authority.
- Manage and resolve any issues arising with the Building Control Authority in relation to validation of the Certificate of Compliance Completion. Issue the Certificate of Substantial Completion.
- Following completion hold weekly review meetings with the contractor to ensure that snags are addressed in a timely manner.
- Prepare Defects list in consultation with the Contractor and UCC.
- Submit a BIM as constructed Model.
- Assist the PSDP in compiling the Safety File.

- Advise on all contractual matters that arise at this stage.

3.6.3 Final Account

- Prepare Draft Final Account Summary. (DT Lead, ER & QS).
- Allow for all work necessary in agreement of Final Account with Contractor and UCC and attending meetings as required (including travel and expenses) and preparation of Final Account Report as per the Design Team Procedures.
- Prepare and submit Final Account Report (supplement) on completion of the Defects Period.

3.6.4 Defects Period

- Allow for all works necessary to administer defects liability period including site visits as required.

3.7 ADDITIONAL SERVICES

The following additional services are deemed to be included as part of the Architectural Schedule of Services and are to be included within the tender price.

3.7.1 Archaeological Services

- Consult with an archaeologist to assess the scope of archaeological services required, prepare scope of work and obtain fixed price quotations from a minimum of 3 Archaeologists.

3.7.2 Invasive Survey

- Prepare tender documents and procure a suitable contractor in accordance with the Capital Works Management Framework Procurement Guidelines for Builders Work (including making good if required) for all invasive surveys necessary for the design of the project).

3.7.3 Planning Appeal

- Amendments to documentation (including the preparation and issue of supporting information by all disciplines) and the submission of revised applications for Statutory Approvals (where reasons for refusal should reasonably have been anticipated) are deemed to be part of the schedule of services. Reasonable additional fees for other UCC approved appeals will apply. (The appropriate tendered hourly rate will apply for attending any hearings).

3.8 CONCILIATION, ADJUDICATION AND ARBITRATION

- Reasonable additional costs for case preparation and the assembly and printing of documents for conciliation and/or Arbitration hearings will apply in accordance with Clause 11 of the Conditions of Engagement. The appropriate tendered hourly rate will apply for attending hearings. Maintenance of current and up-to-date project files in accordance with good practice is part of Stage Services.