

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
Project Supervisor Design Process.



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Document Revisions

Issue	Prepared by	Reviewed by	Authorised by	Date Issued	Status
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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:

- 1 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 single point design team 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.

Each integrated design team member remains responsible for the performance of their own services under their Conditions of Engagement, including compliance with Building Control (Amendment) Regulations 2014 and all statutory obligations.

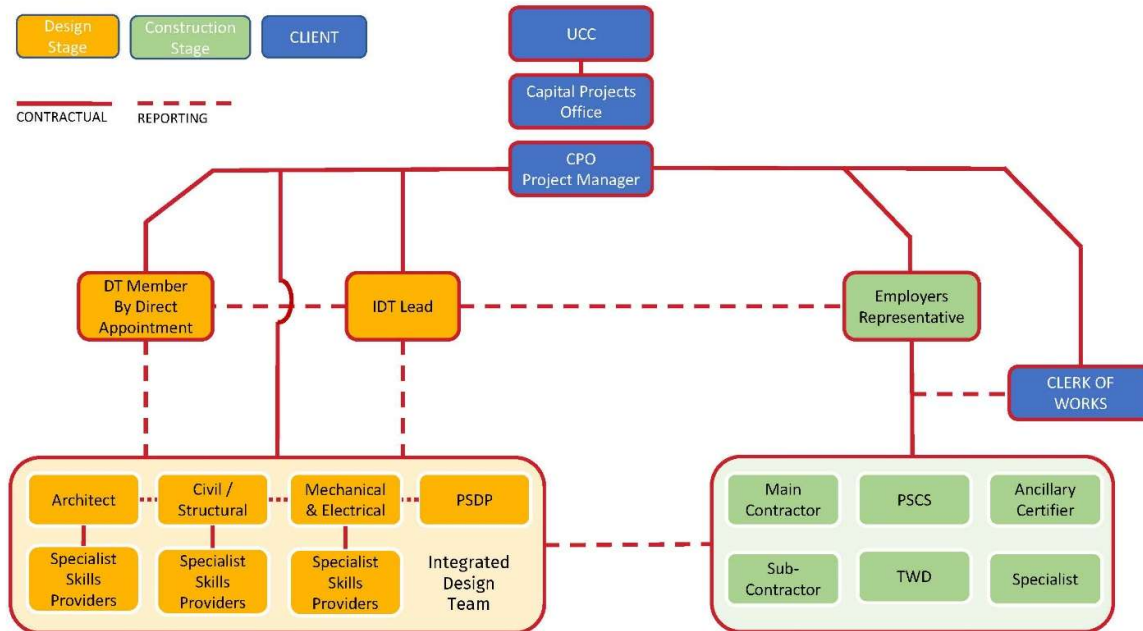


Figure 1.2.1 Integrated Design Team Reporting Structure

1.2.2 Single Point Design (SPDT)

The employer will enter into a contract with the Design Team Leader who is identified as the Architect for this project. The Architect will enter into a sub consultancy agreement with the other consultants i.e. Civil & Structural Engineer, Mechanical & Electrical Engineer, Quantity Surveyor, PSDP, ER, Design Certifier, Assigned Certifier etc.

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.

Where identified in the Definitive Project Brief, some disciplines may not form part of the single source provider and shall be procured by direct appointment by UCC. In this instance the Design Team Lead and all other design team members shall accept this discipline as an active member of the overall Design Team.

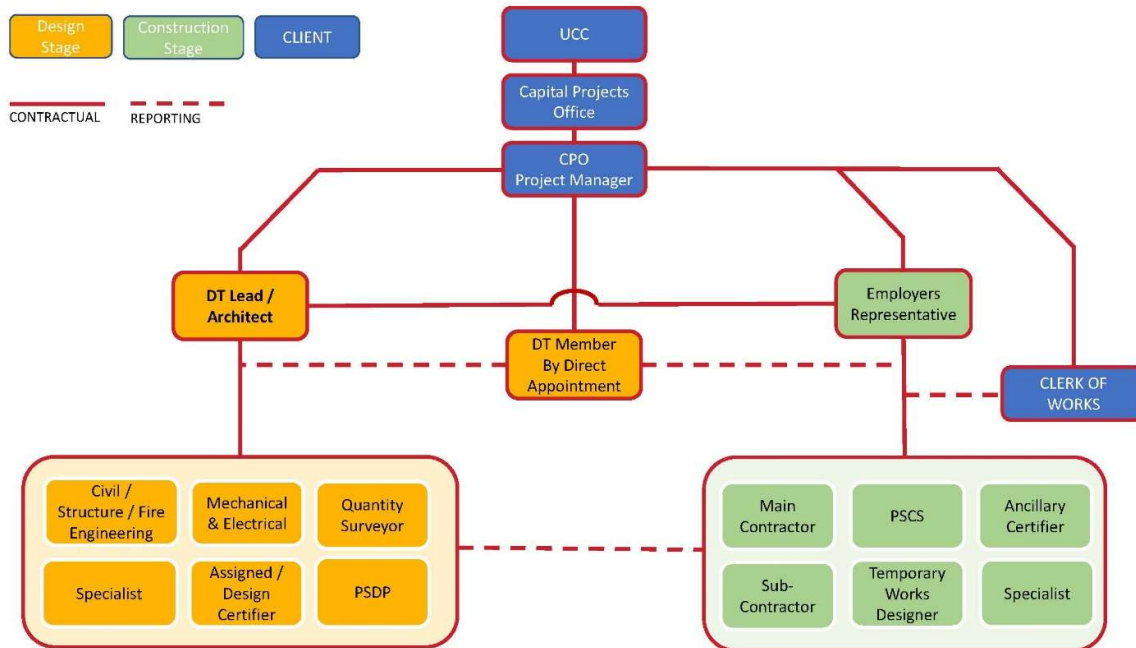


Figure 1.2.2 Single Point Design Team Reporting Structure

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.

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 Engineering Services,
 - 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 Skills Providers (refer to the 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.

- Assist in co-ordinating design team members and provide all information as necessary for Stage completion.
- Assist in reviewing, quality control and co-ordinating all information and stage documentation with other Design Team [DT] members and ensure compliance with UCC's Design Team Procedures.
- 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.
- Organise co-operation between designers.
- 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.
- 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 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 10No. design consultation meetings 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.
- Detailed review of existing relevant documentation and incorporation of same into reports including final report.
- Assist UCC in submitting the AF1 Form
- Ensure receipt of PSDP appointment from UCC is received in writing.

3.1.4 Evaluation of existing building(s)

- Assist the architect in assessing the building interfaces for any potential risk and include within Stage 1 report.
- Prepare a Preliminary Health and Safety Plan for any buildings opening works if required.
- Assist the design team in evaluating Health and Safety Risk associated with existing buildings.

3.1.5 Site Investigation

- Request Designers Assessment of Risk from the Civil, Structural Engineering in relation to the Site Investigation and Prepare a Preliminary Health and Safety Plan for inclusion in the Site Investigation Tender Documentation.

3.1.6 Benchmarking Visits

- Assist the Design Team Lead in identifying 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 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 led is to also include all associate travel and accommodation costs for three UCC personnel.

3.1.7 Preliminary Sketch Designs

- Assist in recommending project execution strategy, involving phasing, programme, form of contract and method of contract procurement to provide the satisfactory completion of the development at or below the approved cost limit and within the approved time periods identified.
- Develop a basis of design document in a format agreed with UCC, incorporation of the basis of design from all disciplines.
- Visit the site, examine site reports and identify site specific risks for the project.
- Assist the client with submission of Asbestos notification form if required.
- 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.
- Phasing
 - Where phasing is a requirement of the project, prepare Preliminary Health & Safety Plans for each phase.
- Assist the Design Team Lead in preparing and Managing the Risk Register
 - Review, mitigate and fully justify each item in consultation with other D.T. members.
- Assist in recommending 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.
- Input into the 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.
- Co-ordinate the work of designers to ensure compliance the principals of prevention (Annex1).
- Ensure all design team members submit their Designers Assessment of Risk with respect to the Health and Safety Construction Regulations.
- 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.
- Identify any potential design gaps within the design and report to UCC regarding same.
- Comply with PSDP duties as outlined in the various Health and Safety Authorities Codes of Practice.

3.1.8 Cost Management

- Assist in the preparation of an order of magnitude cost to define the design scope in line with funding.
- Assist in identifying and costing of all abnormal works
 - Review, mitigate and fully justify each item and its cost in consultation with other D.T. members.

3.1.9 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 Design Team 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.

3.1.10 Stage 1 Report (including repeat submissions as required)

- Assist in the co-ordinating, project managing and overseeing the preparation of the Stage 1 Report including the preparation of the Executive Summary in relation to Health and Safety Matters.
- Signed Stage Completion Certificate.

3.1.11 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

- Assist in co-ordinating design team members and provide all information as necessary for Stage completion.
- Assist in reviewing, quality control and co-ordinating all information and stage documentation with other Design Team [DT] members and ensure compliance with UCC's Design Team Procedures.
- 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.
- Review any implications for the proposed design arising from any Building Control Amendments, transition periods or proposed future amendments.
- Organise co-operation between designers.
- 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.
- Co-ordinate the work of designers to ensure compliance the principals of prevention (Annex1).
- 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 measure, design assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan.
- Review of contractor & Specialist pre-qualification documents with regard to Health & Safety as required to include visitations and reviews of relevant projects as required.
- Attend all meetings as required.
- Internal Reviews with UCC stakeholder.
- Allow for phased hand overs and enabling work packages.
- 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 comprising on performance.
- Assist in updating and maintaining the risk register.
- Ensure all design team members submit their Designers Assessment of Risk with respect to the Health and Safety Construction Regulations.
- 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.
- Identify any potential design gaps within the design and report to UCC regarding same.
- Comply with PSDP duties as outlined in the various Health and Safety Authorities Codes of Practice.
- Assist the DT Lead in preparing the Procurement Strategy Report for Works Contractors.

3.2.3 Design Team Meetings / UCC Consultation

- Allow for fortnightly meetings (more if required) UCC consultations (by Senior or Director) on site including travel time & expenses:
 - Prior to preparation of Stage 2a Report, 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.
- 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).

3.2.4 Stage 2a Report (including repeat submissions as required).

- 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.

3.2.5 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

- Assist in co-ordinating design team members and provide all information as necessary for Stage completion.
- Assist in reviewing, quality control and co-ordinating all information and stage documentation with other Design Team [DT] members and ensure compliance with UCC's Design Team Procedures.
- 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.
- Review any implications for the proposed design arising from any Building Control Amendments, transition periods or proposed future amendments.
- Organise co-operation between designers.
- 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 UCC consultation meetings (more if necessary) on site including travel time & expenses.
 - After receipt of statutory Approvals
 - After detailed design is substantially complete and
 - To discuss and agree Stage 2b Report.
- Allow for fortnightly Design Team Meetings on site to coincide with UCC meetings
- Building in Use Safety Review Workshop with UCC Health and Safety Officer.
- 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).

3.3.4 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.
- Assess H&S hazards and risks for the detailed design of the project.
- Co-ordinate the work of designers to ensure compliance the principals of prevention (Annex1).
- 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 measure, design assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan.
- 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 UCC prior to tender.
- Review of contractor & Specialist pre-qualification documents with regard to Health & Safety as required to include visitations and reviews of relevant projects as required.
- Internal Reviews with UCC stakeholder.
- Allow for phased hand overs and enabling work packages.
- 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.
- Assist in updating and maintaining the risk register.
- Ensure all design team members submit their Designers Assessment of Risk with respect to the Health and Safety Construction Regulations.
- 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.
- Identify any potential design gaps within the design and report to UCC regarding same.
- 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.
- Take cognisance of the UCC Building in Use Safety Questionnaire; complete and submit to UCC upon conclusion of Stage 2b.
- Advise on evaluation criteria for assessment of Most Economically Advantageous Tender in relation to Health and Safety (MEAT).
- Comply with PSDP duties as outlined in the various Health and Safety Authorities Codes of Practice.
- Assist the DT Lead in preparing the Procurement Strategy Report for Works Contractors.

3.3.6 Stage 2b Report (including repeat submissions as required).

- Liaise with other DT members during preparation of Bill of Quantities

- Assist in Managing and co-ordinating the assembly of Tender Package(s) (Using appropriate Public Works Contract).
- Assist in co-ordinating, project managing, and overseeing 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.
- Signed Stage Completion Certificate.

3.4 STAGE 3 TENDER ACTION

3.4.1 Co-ordination of the Project Stage

- Co-operate with design team leader and provide all information necessary for Project Stage.
- Assist in reviewing, quality control and co-ordinating all information and stage documentation with other Design Team members and ensure compliance with UCC's Design Team Procedures.
- 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.
- Organise co-operation between designers.
- 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

- Comply with the PSDP duties as outlined in the various HSA Codes of Practice.
- Attend site walk-downs with contractors during tender process
- Advise on evaluation criteria for assessment of Most Economically Advantageous Tender in relation to Health and Safety (MEAT).
- Actively participate in MEAT evaluation of contractors in relation to Health and Safety.
- Attend tender clarifications meetings with contractors.
- Assist the client in the suitability/competency assessment of the contractors in relation to health and safety matters.
- 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.
- 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.
- Assist in preparing the preliminary Tender Report. (QS with input from other DT members)
- Assist in ensuring compliance with European procurement directives and National Procurement guidelines.
- Advise on all contractual matters arising from this stage.

3.4.3 Tender Report

- Assist in preparing the Tender Report. Liaise with QS and other DT members during preparation of Tender Report.
- Include for all necessary clarification meetings with the apparently successful tenderer
- Signed Stage Completion Certificate
- 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).

3.5 STAGE 4 CONSTRUCTION

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

- Assist in preparing 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. Assist in reviewing, quality control and co-ordinating 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.
- Assist in updating and maintaining the risk register.
- Allow for detailed design and administration of any UCC changes during the construction period and in conjunction with QS advise on potential cost implications.
- Attend a Project Board meeting at least every 60 days for the duration of the construction stage and following on any actions as required.
- Organise co-operation between designers, including all contractors with design responsibility.
- 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.

3.5.4 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.
- Ensure co-ordination of temporary works certificates and approval of same.
- Issue directions to designers or contractors or others with respect to Health and Safety.

- Ensure that the project Safety File & DPM is populated in a timely manner during project construction in the format prescribed by UCC.
- Ensure that the project Safety File & DPM is fully completed and ready for handover at the Substantial Completion stage.
- Fulfil its obligations under the construction regulations.
- Co-ordinate the works of designers where there are circumstances that result in a change to the design of the project, co-ordinate with the designers on safety ,health and welfare implications that result from this change to design.

3.5.5 Site Inspections and Meetings

- Allow for Director/Senior visiting site at least once a fortnight including travel time & expenses.
- Allow for concurrent Site Meetings at least twice a month and UCC consultation meetings as required by UCC.
- Issue to UCC in conjunction with the fortnightly walk-down a report covering health and safety.
- Attend schedule of workshop meetings between all relevant parties to address and mitigate Project Risk Register.

3.5.9 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.

3.5.10 Conciliation and Arbitration

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

3.5.11 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 Co-ordination 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.
- Assist in updating and maintaining the risk register.

3.6.2 Substantial Completion

- Assist in the co-ordinating, project managing, and overseeing the preparation and delivery of the building information pack for UCC at handover.
- Compile and hand over one hard copy and 2No. electronic copies of the Safety File / DPM in the format described by UCC.
- Advise on all contractual matters that arise at this stage.