

ATU Dublin Road EEDPP2

PROJECT INFORMATION MEMORANDUM

Contractor Procurement Pre-qualification

ATU Dublin Road EEDPP2

Energy Efficiency and Decarbonisation Pathfinder Project

Competition Particular	Information
Contract	Works Contractor for Energy retrofit works to part of the ATU Galway City – Dublin Road Campus
Procedure	Competitive Procedure with Negotiation
Competition / RFT Reference	TO BE CONFIRMED
Issue Date	Friday 21 st August 2026
Closing Date for Queries	17:00 (local time) on Monday 7 th September 2026
Submission of Queries	Via the messaging facility on eTenders
Return of Completed Questionnaire	17:00 (local time) on Monday 21 st September 2026

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1. Disclaimer

This Project Information Memorandum (PIM) has been prepared solely to assist applicants considering participation in this procurement process. It does not constitute an offer, a contract, or a commitment by Atlantic Technological University (ATU) to enter into a contract.

Applicants must satisfy themselves as to the accuracy and completeness of all information relevant to their application and must make their own investigations and professional assessments. No representation or warranty, express or implied, is made as to the accuracy or completeness of this PIM or of information otherwise provided on behalf of ATU.

ATU reserves the right to amend, suspend or discontinue the procurement process, subject to applicable procurement requirements. Applicants are responsible for all costs and expenses incurred in preparing and submitting an application or otherwise participating in the competition.

2. Summary

Item	Project information
Contracting Authority	Atlantic Technological University (ATU)
Title of Procurement	ATU Dublin Road EEDPP2 – Contractor Procurement
Procedure	Competitive Procedure with Negotiation
Number to be invited to tender	Five (5), subject to the published qualification requirements
Assessment Criteria	As contained in QW1
Form of Contract	PW-CF1 - Public Works Contract for Building Works Designed by Employer
Pre-Qualification Publication	21 st August 2026
Deadline for Receipt of Queries	7 th September 2026
Pre-qualification Submission	21 st September 2026
Tender Issue date (indicative)	October 2026
Works Commencement - Phase 1	April 2027
Works Completion - Phase 1	August 2027
Works Commencement - Phase 2	April 2028
Works Completion - Phase 2	August 2028
Project Area	Approximately 4,425 m ² over two floors, including first-floor link corridors

3. About the Contracting Authorities

Atlantic Technological University (ATU) is the contracting authority for this procurement. The project is located at ATU Galway City – Dublin Road Campus.

The Dublin Road Campus is the largest of ATU's Galway-Mayo campuses. It is located northeast of the Skerritt Roundabout, between the R338 (Old Dublin Road) and the R865 (Ballybane Road). The campus originated as a Regional Technical College in the early 1970s. The original building opened in 1972, with subsequent additions in 1976 and 1994; the Learning Resource Centre opened in 2003.

The project concerns part of the original 1972 building.

4. Scope of the Requirement

The project comprises an energy retrofit of approximately 4,425 m² of the original 1972 building at the ATU Galway City – Dublin Road Campus. The works form part of the Energy Efficiency and Decarbonisation Pathfinder Project (EEDPP2), as funded by the Higher Education Authority (HEA) and Sustainable Energy Authority Ireland (SEAI).

The project is a fabric and services retrofit incorporating a medium-temperature air-source heat pump and fabric, ventilation, lighting and control upgrades.

Project objectives

- Extend building life by 50 years through significant element replacement.
- Deliver energy, carbon and operational financial savings through improved efficiency and controls.
- Improve comfort and safety for students, staff and visitors.
- Increase the use of renewable technologies and reduce electrical base load and energy costs.
- Support academic use of monitoring and verification data.
- Use dynamic electrical load management to minimise Maximum Import Capacity requirements.
- Achieve a B1 BER and renewable-heating and emissions reductions of more than 90% and 50% respectively.
- Replace the existing gas-fueled heating system for the project block with a medium-temperature air-source heat pump, retaining gas boilers for peaking and backup.

Existing building context

- The main structure is a reinforced-concrete frame with concrete ground floors and precast concrete floor and roof elements.
- External precast panels and cavity-block infill have limited insulation.
- Existing roof coverings and insulation are beyond expected life, with leakage and ponding reported.
- More than 50% of the windows are original single-glazed aluminium units.
- The area is currently served from the campus central heating system, with a single-pipe distribution system and mainly TRV-controlled radiators.
- Most classrooms, laboratories and offices are naturally ventilated, with local mechanical systems serving certain toilets and training kitchens.

Principal work elements

Element	
Project area	Approx. 4,425 m ² , including first-floor link corridors
External walls	External insulated render to walls to achieve 0.35W/m ² K U-value.
Roof	Tapered insulation, falls and new membrane to achieve 0.18 W/m ² K U-value.
Windows and doors	Double-glazed windows to achieve 1.4 W/m ² K U-value.
Floors	Insulation to exposed floor undersides in the link corridors.
Airtightness	Provide a complete-envelope airtight seal; target air permeability below 5m ³ /(h·m ²) at 50 Pa.
Heating plant	Install a medium-temperature air-source heat pump for renewable space heating.
Ventilation	MVHR in high-use teaching spaces where required, controlled by CO ₂ sensors; natural ventilation elsewhere where MVHR is not necessary.
Lighting	Upgrade lighting to LED in the main block and link corridors.
Lighting controls	Upgraded lighting controls.
Dynamic power control	Dynamic load controller to maintain an agreed power supply and minimise MIC requirements.
EV parking	Include EV parking provision in accordance with Part L requirements.

Programme and phasing

Milestone / activity	Programme date
Pre-Qualification Publication Date	21 st August 2026
Deadline for Receipt of Queries	7 th September 2026
Pre-qualification Submission	21 st September 2026
Tender Issue date (indicative)	October 2026
Works Commencement - Phase 1	April 2027
Works Completion - Phase 1	End of August 2027

Milestone / activity	Programme date
Works Commencement - Phase 2	April 2028
Works Completion - Phase 2	End of August 2028

4.1 Overview of the Procedure

The procedure being utilised in this competition is the ‘Competitive Procedure with Negotiation’. This procedure has been chosen as the optimum procedure due to design/ innovative solutions required ; and circumstances related to the nature, the complexity or the legal and financial make-up or because of risks attaching to them; (by analogy with the rules contained in Directive 2014/24/EU – Article 26). The procedure involves the following three stages;

- 1) a Suitability Assessment Questionnaire used to assess the financial and technical competence for parties suitable for Request for Tender stage;
- 2) Request for Tender (“RFT”) stage and initial evaluation;
- 3) Negotiation stage: It should be noted that in accordance with Article 29 of Directive 2014/24/EU, negotiations may be held on any or all aspects of the works, prior to a formal award decision. Where negotiations do arise, those invited to negotiation will be afforded the opportunity to submit a Best and Final Offer which will be evaluated against the original award criteria. However, the Contracting Authority are under no obligation to negotiate and reserves the right to award the contract directly following receipt of initial tenders without recourse to negotiations with individual tenderers. The Contracting Authority reserves the right to:
 - a. Move straight to a contract award decision directly following receipt of initial tenders without recourse to negotiations with individual tenderers.
 - b. To apply successive reduction to reduce the number of firms invited to the negotiation phase; or
 - c. To invite all firms to negotiation meetings

4.2 Award to Runner Up

If for any reason, it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, ATU reserves the right to award the contract to the next highest scoring tenderer on the basis of the terms advertised at any time during the tender validity period. This shall be without prejudice to the right of ATU to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

4.3 Data Protection Legislation

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

ATU will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to the Request for Tender.

The Successful Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, will be required to confirm by way of statement that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, ATU, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the



participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to ATU for the purposes of its participation in this Competition.

5. Instructions to Applicants

5.1 Queries

All queries regarding this Application should be submitted using the message tool on the eTenders platform. The closing date for receipt of queries:

Closing date for Queries	17:00 (local time) on Monday 7 th September 2026
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Queries should be in question format and submitted using the messaging tool only.

Responses to queries will be issued via eTenders to all parties who have expressed an interest in the contract on that site, in order to ensure that no party has an unfair advantage over any other. Applicants should note that ATU will not respond to individual applications privately.

Applicants should ensure that they register their interest in this Competition, by clicking on the “Accept” button on www.etenders.gov.ie, in order to receive all responses to queries and other updates in relation to this Competition.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

5.2 Completing the Suitability Assessment Questionnaire

When completing the Suitability Assessment Questionnaire Applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Suitability Assessment Questionnaire.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Suitability Assessment Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to the competitive tendering stage. Only at that subsequent tendering stage will the selected Applicants be invited to tender for the specific requirements of the contract in the light of the published award criteria and the Invitation to Tender document.

Where a ‘Rule’ is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Suitability Assessment Questionnaire if required.

The Suitability Assessment Questionnaire must be completed in English or Irish and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality in order to enter into the contract.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of ATU that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture, Applicants must ensure that all the relevant information is provided and where necessary provide the information requested separately for each party. The consortium must appoint a single supplier who will assume overall responsibility for delivery, and who is authorised to sign a contract on behalf of all consortia members. ATU will not act as an arbitrator between members of project consortia.

Applicants are strictly prohibited from discussing any aspect of their application to the Suitability Assessment Questionnaire with other Applicants or otherwise exchanging information or colluding in respect of the project. Any Applicant who fails to comply with this requirement may be disqualified.

ATU is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Further, ATU is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by ATU. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

5.3 Submission of Applications

ATU is using the Tender Postbox facility on eTenders for submission of Applications and all Applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only.

All documentation should be submitted as a Single Uploaded File, where possible, which is clearly labelled, page numbered and indexed.

Applicants must ensure that they give themselves sufficient time to upload and submit all required documentation before the closing date/time. Applicants should take into account the fact that upload speeds vary. Please note that you must click “Submit Response”. After submitting you can still modify and re-send your response up until the response deadline. Applicants should be aware that the “Submit Response” button will be disabled automatically on the expiration of the response deadline.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline of:

Closing date for Applications

17:00 (local time) on Monday 21st September 2026

Applications that are received via other means WILL NOT be considered in this procurement competition.

5.4 Opening and Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria, minimum rules and weightings specified in the Suitability Assessment Questionnaire.

Applications will be opened after the closing date for receipt of Applications by nominated persons as ATU, at its absolute discretion, considers appropriate. Applicants will not be present at the opening of applications.

5.5 Clarification of Applications

While not being obliged to seek clarifications from Applicants, ATU reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in the evaluation of applications.

Applicants should pay particular attention to ensure that their applications contain all the required information.

5.6 Identification of Tender List

The Contracting Authority intends to invite five Applicants to participate in the tender stage of the Competitive Procedure with Negotiation. All applications will be evaluated in line with the criteria and rules outlined in SAQ (QW1).

In the event that more than five applicants are successful in demonstrating compliance with the minimum requirements, the five applicants who score highest in the qualitative assessment will be invited to participate in the tender stage of the Competitive Procedure with Negotiation.

In the event that there is a tie in the scores of two or more applicants for 5th place, the Contracting Authority reserves the right to invite more than five Applicants to participate in the tender stage of the Competitive Procedure with Negotiation.

In the event that fewer than five applicants are successful in demonstrating compliance with the minimum requirements, the contracting authority may invite all applicants who have successfully demonstrated compliance with the minimum requirements to participate in the tender stage of the Competitive Procedure with Negotiation.

5.7 Interference

Any effort by the Applicant to unduly influence ATU, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

5.8 Inducement to Purchase

ATU shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with ATU; or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

5.9 Scoring Mechanism

Note 1: Tenderers should note that they must achieve a minimum rating of 50% for each of the individual qualitative criteria (3.4A), (3.4B) & (3.4C) in order to avoid elimination from the competition.

Qualitative criteria will be scored using the following baseline scoring system:

Score	Rating	Description
90 - 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client - fully supported with no reservations.
80 - 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client - strongly supported.

Score	Rating	Description
70 - 79%	Very Good	A very good response demonstrating very good understanding offering assurance to client - fully supported.
60 - 69%	Good	A good response demonstrating a good understanding offering assurance to client - well supported.
50 - 59%	Acceptable	An acceptable response demonstrating an acceptable understanding offering assurance to client - satisfactorily supported.
(<50%)	Unacceptable	A poor response demonstrating an unacceptable understanding not offering assurance to client - unsatisfactorily supported. Applicants who do not meet this minimum mark in any criteria will be eliminated from the competition.

Note 1: It should be clarified, however, that an applicant may be awarded any score between 0 and 100% under criterion.

Note 2: In order to achieve the minimum score under a specific criterion, applicants must demonstrate that they meet the minimum requirements of the specification regarding that element of the contract. Applications that do not meet one or more of the minimum scores required will be deemed inadmissible and, therefore, will be eliminated from the competition.

Note 3: Tenderers should provide sufficient information under each criterion in order for the evaluation.