

McCauley Court, Athy, Co Kildare.

For: Tinteán – Carlow Voluntary Housing Association CLG

DESCRIPTION OF SERVICES

Refurbishment and Upgrade Works to 10 No. Existing Homes and Communal Facility at McCauley Court, Athy, Co Kildare.

Consultancy Appointment of: Project Lead with Services of Architecture, Structural and Civil Engineering, Building Services Engineering, Cost Consultant, Project Supervisor Design Process, Design & Assigned Certifiers and Employer's Representative Services.

Stage Service (ii) to (v) Full Service

August 2026

Contents

1.0	Project Description	4
1.1	Overview	4
1.2	Consultancy Services	5
1.3	Site Details	5
1.4	Existing Building Details	6
1.5	Existing Services	7
1.6	Planning Information	7
1.7	Project Brief and Required Works.....	7
1.8	Data and Surveys	9
1.9	Design Team Brief	10
2.0	The Service	144
2.1	Appointments.....	144
2.2	Duration of Service	155
3.0	Description of Technical Services Required	166
3.1	Service Requirements.....	166
3.2	Stage (i) Scheme Inception.....	177
3.3	Stage (ii) Design – Scheme Design	177
3.4	Sub-Stage (ii a) Scheme Design.....	18
3.5	Sub-stage (ii b) Detailed Design / Building Regulations	18
3.6	Sub-Stage (ii c) Production Information.....	18
3.7	Stage (iii) Tender Action, Evaluation, Award	19
3.8	Stage (iv) Construction Stage	200
3.9	Stage (v) Handover, Certification and Final Account	211
4.0	Detailed Description of Technical Services – Architectural Services	222
4.1	Introduction.....	222
4.2	Sub-Stage (ii a) Scheme Design.....	222
4.3	Sub-stage (ii b) Detailed Design / Building Regulations	222
4.4	Sub-Stage (ii c) Production Information.....	233
4.5	Stage (iii) Tender Action, Evaluation, Award	233
4.6	Stage (iv) Construction Stage	233
4.7	Stage (v) Handover, Certification and Final Account	244
5.0	Detailed Description of Technical Services – Structural & Civil Engineering Services	255
5.1	Introduction.....	255
5.2	Sub-Stage (ii a) Scheme Design.....	255
5.3	Sub-Stage (ii b) Detailed Design / Building Regulations	255
5.4	Sub-Stage (ii c) Production Information.....	255
5.5	Stage (iii) Tender Action, Evaluation, Award	255

5.6	Stage (iv) Construction Stage	255
5.7	Stage (v) Handover, Certification and Final Account	266
6.0	Detailed Description of Technical Services – Building Services Engineering	277
6.1	Introduction	277
6.2	Sub-Stage (ii a) Scheme Design	277
6.3	Sub-stage (ii b) Detailed Design / Building Regulations	277
6.4	Sub-Stage (ii c) Production Information.....	277
6.5	Stage (iii) Tender Action, Evaluation, Award	277
6.6	Stage (iv) Construction Stage	28
6.7	Stage (v) Handover, Certification and Final Account	28
7.0	Detailed Description of Technical Services – Cost Consultant Services	29
7.1	Introduction	29
7.2	Sub-Stage (ii a) Scheme Design	29
7.3	Sub-stage (ii b) Detailed Design / Building Regulations	29
7.4	Sub-Stage (ii c) Production Information.....	29
7.5	Stage (iii) Tender Action, Evaluation, Award	30
7.6	Stage (iv) Construction Stage	30
7.7	Stage (v) Handover, Certification and Final Account	30
8.0	Detailed Description of Technical Services – PSDP	31
8.1	Introduction	31
8.2	Services for Stages (ii) to (v) Inclusive	31
9.0	Detailed Description of Technical Services – Design/ Assigned Certifier	33
9.1	Introduction	33
9.2	Services for Stages (ii) to (v) Inclusive	33
10.0	Detailed Description of Stage Technical Services Required – Employers Representative	36
10.1	Stage (ii) Design – Scheme Design	36
10.2	Stage (iii) Tender Action, Evaluation and Award.....	36
10.3	Stage(iv) Construction Stage.....	36
10.4	Stage(v) Handover, Certification and Final Account	36
11.0	Definitions	38

1.0 Project Description

1.1 Overview

Tinteán (Carlow Voluntary Housing Association CLG) is an approved housing body currently providing over 200 social and supported housing units to families, single people, older people, and people with intellectual disabilities.

The proposed scheme involves the refurbishment of an existing development of 10 bungalow homes (8 No. 1-Bed, 2 No. 2-Bed), to cater for elderly residents on the grounds of St. Vincent's Hospital, Athy. The proposed works also include the refurbishment of an existing Community building incorporating a Day Room, Laundry room, Bathroom, and Toilet facilities. The scheme was built in the early 1990's and has recently been taken over by Tinteán - (Carlow Voluntary Housing Association CLG). Many of the homes now lay vacant due to their current condition. The proposal is to refurbish the properties and bring them to a minimum B2 energy rating standard.

A combined CAS Stage 1-3 approval was received from the Department of Housing, Local Government and Heritage in March 2024. The approval is provided as 'Additional Information' for tenderers.

It is required that the appointed consultancy team will develop a detailed design in preparation for tendering the proposed works under public works (CF-5) contract, through Construction, and Defects stages of the project. The appointed Design Team may require further surveys and investigations to be carried out to assist their design. The Design Team fee submission is to include for assisting the client with procurement documentation, assessment, and onsite management of surveys/investigations. The direct cost of the surveys/investigations will be paid directly by the client.

The following information regarding the project is included as Additional Information:

- McCauley Court – Capital Appraisal 2023
- McCauley Court – Approval S1-3

The Housing Agency has been engaged by Tinteán (Carlow Voluntary Housing Association CLG) to assist with the procurement of the required Consultancy Services. The requirement is for full stage services (ii) Detailed Design to (v) Handover. While CAS stage 3 approval is in place, an updated stage 3 submission will need to be submitted to the Department. The appointed Design Team will assist the client with this submission as they prepare detailed design documentation for Building Contractor tender competition.

1.2 Consultancy Services

Tinteán (Carlow Voluntary Housing Association CLG) intend to appoint a suitably qualified Consultancy team to oversee the remedial works to the properties.

A Capital Appraisal was prepared by the Housing Agency in June 2023 for Tinteán. This is provided to tenderers as 'Additional Information'.

The services are being procured using an open tender procedure. Applicants will be required to meet the minimum requirements as set out in the Tender and Pricing documents. Tinteán (Carlow Voluntary Housing Association CLG) will be the Employer, and the successful Tenderer will be bound by the rules of the procurement and the Standard Conditions of Engagement for Consultancy Services (Technical).

1.3 Site Details

St Vincent's Hospital measures an area of 5.9Ha. McCauley Court covers an area of 0.28Ha. The topography of the site appears flat.

The dwellings are located to the west of the main Hospital Buildings backing onto Woodstock Street/R428 and adjacent to the main vehicular entrance at the junction of Rockfield Road. A low-level stone boundary wall with pedestrian gate access fronts Woodstock Street. The 10 No. dwellings were constructed in 1990 and are arranged in an L-shape forming a courtyard with existing single storey Community building. The Communal Building is abutted to the South by a Protected Structure. The central area is landscaped and contains some semi-mature trees. Communal grassed areas separate the dwellings from the main road.

Ownership of the 10 No. houses and the Community Building was transferred to Kildare Co Co recently from the HSE. Kildare County Council will grant Tinteán a licence to undertake and complete the required works to the properties. Upon completion of these works, the Council will enter into lease agreements with Tinteán for the properties.

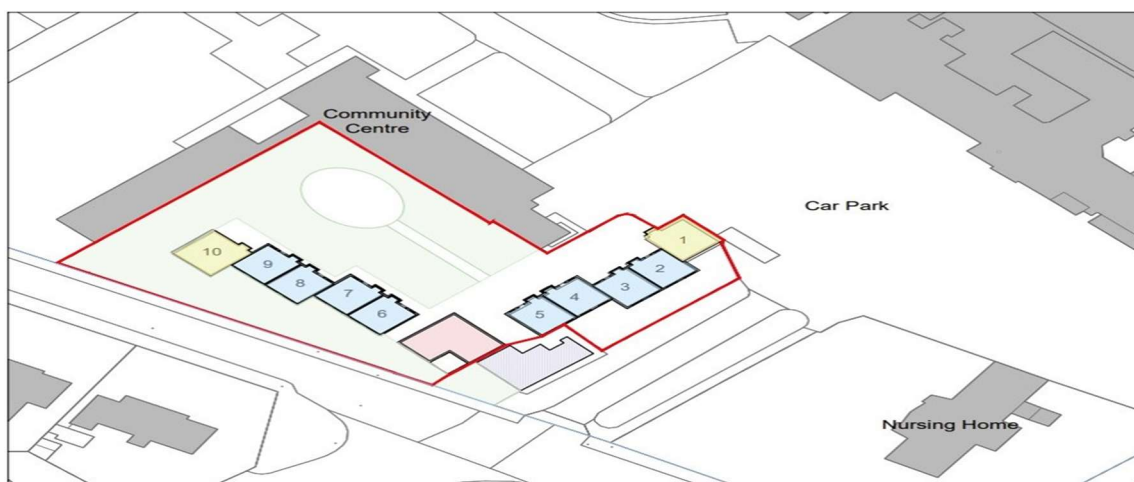


Figure 1-1 Site Plan.

1.4 Existing Building Details

The development forms an L-shaped plan, with two blocks of single storey terraced units adjacent to a single storey Communal building. Each block contains 5 No. dwellings.

Each dwelling is laid out with a central hallway providing access to a Living Room/Kitchen, Bedroom and a shower room. The Living Room/Kitchen runs the full depth of the building with a hardwood timber framed double glazed bay window to the front façade and standard casement window to the rear façade.

The dwellings are traditional cavity wall construction, finished externally with pebble dash and decorative brick to the architraves. The timber roof structure is overlaid with concrete tiles. UPVC guttering and downpipes discharge to external gullies. There are no chimney stacks to the dwellings.



1-Bedroom Dwelling

The Communal Building is a single storey structure taller in height than the dwellings but similar in external appearance. Centrally located double doors provide access to a foyer, from which several rooms are accessed. Rooms include a multipurpose room, office, wet rooms; accessible WCs, and a laundry room. The Office space contains a fireplace and Kitchenette. A full height Upvc glazed south facing Conservatory is accessible from here. This building has been constructed with a chimney stack.



Community Building

1.5 Existing Services

The site is served by a mains electricity and water supply and is connected to the town drainage system; separate systems serve foul water and surface water.

Water

Each dwelling in McCauley Court is served by the main waters supply with a plastic cold water storage tank in the attic. Hot Water cylinders are installed in Hot Presses. Individual stopcocks are located outside the front of the property. It is unknown if water meters have been installed.

Electricity & Heating

Separate Electricity Meter boxes are located externally, fuse-boards are in the hallways. Heating is provided by Electric Storage heaters with high level air heaters provided to some Bathrooms.

Ventilation

There are no mechanical extract fans in the shower rooms. Existing wall vents have been blocked with mortar in a number of the dwellings. There are trickle vents in some windows

Fire

The main Fire Alarm system control panel is installed in the hallway of the Communal Building. Each dwelling has a sounder, emergency lighting unit, illuminated exit sign and smoke alarm fitted. An existing Nurse call system has been deactivated.

1.6 Planning Information

The site lies within the Athy Local Area Plan 2021-2027 boundaries. It is zoned Community and Educational. Planning for the development was granted in July 1989 by Kildare County Council (formerly Athy Urban District Council). The indicative programme allows for a planning duration should a change of use application be needed for the Community Building.

Local Area Plan
Boundary

1.7 Project Brief and Required Works.

It is not anticipated that a site investigation survey will be required.

Refurbishment of Existing Dwellings

The proposed works will primarily affect the interior of the structures and so it is not anticipated that planning will be needed for the proposed works to the 10 bungalow units. However, consideration is being given to the potential conversion of the Community Building into an additional residential unit, which may require planning permission. This is subject to further assessment and consultation with the planning authority.

The proposal is for refurbishment works to 10 No. units comprising 8 No. 1-bedroom dwellings and 2 No. 2- bedroom dwellings.

- Installation of new heating system; to include thermostatically controlled radiators and Heat Pump.
- Electrical re-wire with the provision for additional sockets to the dwellings.
- Replacement/ Repair of windows and doors.
- Replacement of internal doors with solid core painted finish and ironmongery.
- Replace kitchens units.
- Wet room installation & new sanitary ware, Part M Pack.
- Redecoration to include paintwork to all joinery, ceilings and walls. New tiling to agreed areas in Kitchen and Bathroom.
- External Works Fascia, soffit & downpipe replacement.
- Replacement of existing Floor Finishes.
- Replacement of Roofs.
- Replacement of existing Footpaths.

Refurbishment of Communal Building

- a) Installation of new heating system; to include thermostatically controlled radiators and Heat Pump.
- b) Electrical re-wire with the provision for additional sockets.
- c) Replacement/ Repair of windows and doors. Note: existing circular bespoke windows.
- d) Repair/replacement of existing Conservatory.
- e) Install Solid Core Fire Doors & associated ironmongery to Communal.
- f) New Kitchenette.
- g) New Sanitaryware to Bathrooms/wc's
- h) Redecoration to include paintwork to all joinery, ceilings and walls.
- i) Replacement of existing Floor Finishes.
- j) Replacement of Roof.
- k) Replacement of existing Footpaths.

This list is non-exhaustive, and the appointed Consultant will be required to review the existing information, carry out their own inspections on the properties and include for any further works they deem necessary.

1.8 Data and Surveys

The existing information and survey data that is currently available is listed in Table 1-1. It is expected that further investigations will be required to properly inform the design, a number of these that may be required have been identified in Table 1-1. Tenderers are to note that this is a non-exhaustive list, and Tenderers are required to identify and procure all surveys they deem necessary to the project. The Employer will require the Design Team to procure and manage surveys and investigations as part of their scope of service. All procurements must be done in accordance with the public procurement guidelines.

Table 1-1 Surveys and Data

	<i>Available</i>	<i>Required</i>	<i>Include in Tender price*</i>
<i>Topographical Survey</i>	☐	☐	No
<i>Geomatic Survey</i>	☐	☐	No
<i>Building Condition Survey</i>	☐	☒	Yes
<i>Structural Survey</i>	☐	☒	Yes
<i>Survey and report on the existing septic tank</i>	☐	☐	No
<i>Survey and Report on the existing services installations</i>	☐	☒	Yes
<i>Asbestos Survey</i>	☐	☒	No
<i>Road Safety Audit</i>	☐	☐	No
<i>Traffic Impact Assessment</i>	☐	☐	No
<i>Archaeological Survey</i>	☐	☐	No
<i>Arborist's Survey</i>	☐	☐	No
<i>Geotechnical Survey incl. WAC testing, bore holes, soil testing, etc.</i>	☐	☐	No
<i>GPR Survey and associated site prep</i>	☐	☐	No

Socio-economic Assessment	☐	☐	No
<i>* Where survey/investigation is noted required, tenderers are to include total cost of this survey/investigation as part of their tender price.</i>			

1.9 Design Team Brief

The Design Team is required to provide Stage services from (ii) – (v) upon appointment. This is to include conducting a review of the properties. The Design Team is required to undertake the tender action, evaluation, and completion of a Tender Report and issue to Tinteán (Carlow Voluntary Housing Association CLG). All Investigative Reports are to be issued as part of the main contract tender documents. The scope of works is to be agreed with the employer prior to developing the works requirements. The proposed works are to be maximise the refurbishment of the 10 no. bungalows and communal facility building with ongoing consideration for the employers funding availability. The Design Team shall then proceed with the provision of full services through to Stage (v) certification. Although a combined Stage 1-3 approval is in place dated March 2024, the appointed Design Team will be required to prepare for submission by the client an updated CAS Stage 3 application. The updated stage 3 submission will need to address all approval conditions of the Stage 1-3 Departmental approval.

The key objectives are to:

- Achieve good-quality residential dwellings, with consideration for future-proofing and minimising long-term maintenance of the properties.
- Ensure that works are carried out in accordance with all relevant parts of the Building Regulations. All works carried out to be certified by the design team.
- Ensure that the dwelling is completed to the satisfaction of the employer.
- Ensure the Contractor procurement process is in line with the Capital Works Management Framework guidance and Public Spending Code.
- A quick turnaround of the works is required in order to make the properties fully functional for new occupants by early 2028.

Responsibility for ensuring full compliance with the Safety, Health and Welfare at Work (Construction) Regulations 2013, including notification to the Health and Safety Authority (HSA), preparation of Design Risk Assessments and the appointment of a Project Supervisor Design Process (PSDP) on behalf of the client, rests entirely with the appointed Design Team.

The required services shall be provided for whole stage (ii) to (v) inclusive

Services Required:

- Lead Appointed Party.
- Architectural input on the proposed works as required.
- Fire safety and DAC input into the proposed works as required.
- Structural Engineering input on structural works and defects as required.
- Civil Engineering input on drainage installations as required.
- Building Services Engineer input on works to the services installations as required.
- Cost Management
- PSDP
- Design and Assigned Certifiers
- Employers Representative

1.9.1 Design Standards

The refurbishment works is to be in accordance with the design guidance in “Employer’s Requirements for Detail Design of Quality Housing” Revision 2 - January 2026. The finished bungalows and Communal Building should also comply with all the latest Building and Fire Safety Regulations.

All foul sewer and water supply to comply with the current Irish Water Codes of Practice and design requirements. All surface water designs to comply with the requirements of the Local Authority and Irish Water.

Building Services to be designed with reference to the requirements relating to Directive 2010/31/EU.

1.9.2 Project specific considerations

Services	Design Team will need to consider: - The condition of all existing buildings - The condition of all existing main services.
Socio-Economic Assessment	N/A
Demolition	N/A
Flood Risk Assessment	N/A
Archaeological Assessment	N/A
Arborist	N/A
Existing Residents	N/A

1.9.3 Budget

All design and specifications to be fully cognisant of and to adhere to Employer's available budget and level of funding approved by the Sanctioning Authority.

1.9.4 Health and Safety

The appointed Consultant shall be responsible, in conjunction with the PSCS, for the production and Handover of the Safety Files to the Employer, including collation of Mechanical and Electrical Engineering information, Sub-Contractor's information, as-built drawings etc. The Safety File should include as minimum:

- As Built drawings, specifications, and schedules of works used and produced throughout the construction process.
- The general design criteria.
- Details of the equipment and maintenance facilities within the structure.
- Maintenance procedures and requirements for the structure.
- Manuals, certificates, and other materials produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure - typically electrical and mechanical installations and window cleaning.
- Details of the location and nature of utilities and services, including emergency and fire-fighting systems.

2.0 The Service

2.1 Appointments

The schedule of Services hereunder is set out in compliance with the main stage structures of Schedule B of the Conditions of Engagement for Consultancy Services (Technical) published by the Department of Public Expenditure, National Development Plan delivery and Reform (the Services Contract).

The project Conditions of Engagement are outlined in the Standard Conditions of Engagement (COE1) and in the Form of Tender & Schedule (FTS) documents provided in this tender package.

2.1.1 Lead Appointed Party

The Lead Appointed Party will not be a separate appointment.

The Lead Appointed Party will be responsible for the performance of the appointed Consultancy Team. The Lead Appointed Party will be the Design Team point of contact for the Employer.

The tender documents have been prepared on the basis that the Lead Appointed Party will be the Architect. It is acceptable that a suitable professional from another discipline can perform the role provided they can demonstrate sufficient qualification and experience in leading and managing a multi-disciplinary team for a project of this size and scope.

2.1.2 PSDP Appointment

The appointment of the Project Supervisor Design Process will be a separate appointment but is included in the scope of services to be provided. For the avoidance of any doubt the tender sum to be submitted shall include for the provision of PSDP services. The amount included in the tender sum for the provision of PSDP services shall be determined by reference to the completed submitted pricing document.

2.1.3 Assigned/Design Certifier Appointment

The Design Certifier and the Assigned Certifier shall be separate appointments. Both roles may be provided by a single service provider who meets the requirements set out in the Regulations.

Service Providers shall act as Design Certifier and Assigned Certifier as identified in the Building Control Amendment Regulations 2025 (S.I 56) and compliance with the Code of Practice for Inspecting and Certifying Buildings and Works.

The Design Certifier and the Assigned Certifier shall comply fully with the requirements of the

above Regulations and Code of Practice and submit all documentation in the required format.

The Service Providers shall be appropriately qualified and shall be a person [or practice] named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969

2.2 Duration of Service

The Preliminary Programme for the project anticipates a total project duration of approximately 120 weeks from the initial issue of letter of appointment by the Employer to issue of Defects Certificate by the Employer's Representative at the end of the 12month Defects Period. Please note that this programme is indicative, and no additional fees will be paid if this programme is delayed.

This indicative Preliminary Programme is based on the following assumptions:

Stage (i)	Outline Design	NA
Stage (ii)	Design Stage	16 weeks
Stage (ii c)	Tender Document production	4 weeks
Stage (iii)	Tender Action, Evaluation and Award	8 weeks
Stage (iv)	Construction Stage	40 weeks
Stage (v)	Handover, Certification, Defects Period and Final Account	52 weeks

The appointed Consultants, including the PSDP, will have to satisfy themselves that the indicative Preliminary Programme is reasonable and achievable.

3.0 Description of Technical Services Required

3.1 Service Requirements

- 3.1.1 Take instruction from the Employer.
- 3.1.2 Provide services as outlined in design brief Section 1.9
- 3.1.3 Familiarisation with scheme, including site visit and review of all available information and documentation
- 3.1.4 Lead Consultant is responsible for preparation and monitoring of project programme. Lead consultant is responsible for coordination of all Design Team disciplines to ensure project progresses in a timely manner. The programme shall be cognizant of the obligations of the Safety, Health and Welfare (Construction) Regulations.
- 3.1.5 Risk identification and management. Prepare and maintain the general Project Risk Register
- 3.1.6 Lead Designer will be responsible for coordination of designs, procurement of the necessary surveys and investigations, drawings, documentation, planning, and ultimately the full Works Requirements package
- 3.1.7 Carry out all works in accordance with procedures as set out in the Capital Works Management Framework documents as set out by Department of Public Expenditure and Reform website [constructionprocurement.gov.ie](https://www.constructionprocurement.gov.ie)
- 3.1.8 Design Team meetings as necessary, *fortnightly at a minimum*, to co-ordinate and complete the design. Lead Consultant to chair and prepare minutes and ensure progress on actions. Interim design workshops and collaboration as required to develop the design
- 3.1.9 Ongoing communication with the Employer and any appointed person/s with responsibility for this development. As a minimum, the Lead Consultant and Cost Consultant to meet with the employer monthly to provide reports on progress and cost.
- 3.1.10 Assist Employer as required with communication, documentation and submittals to Local Authority, Sponsoring Agency, and Department of Housing Sanctioning Authority during the project
- 3.1.11 Communication with relevant Local Authority, public bodies, and utilities regarding all planning issues incl. any parking requirements, fire, health and safety, water,

drainage, gas, electricity, communications, traffic, and hydrology

- 3.1.12 Design Team review of Employer's existing surveys, reports and works proposals and amend as necessary for compliance with current Planning and Building Regulations
- 3.1.13 Design Team recommendation as to standards and specifications to be applied in design and construction
- 3.1.14 Preparation and submission of applications and required documentation to relevant local authority/Building Control Authority on behalf of the Employer including any responses to requests for further information
- 3.1.15 Carry out ongoing Design Risk Assessments, considering the full life cycle of the buildings and implement the General Principles of Prevention to the design
- 3.1.16 Act as PSDP for all required site investigations, ensuring compliance with relevant Health & Safety regulations
- 3.1.17 Continuous cooperation with the PSDP for duration of the project.

3.2 Stage (i) Scheme Inception

Stage (i) Scheme Inception incorporates the time from project inception through to the Stage application and departmental approval of a given project. It includes the project feasibility study and sometimes site surveys and initial investigations. A combined Stage 1-3 CAS approval is in place.

Stage 1 complete.

3.3 Stage (ii) Design – Scheme Design

Stage (ii) Design – Scheme design spans the project timeframe from the receipt of Departmental approval through to the development of the tender package for the works. It is divided into three substages, Stage (ii)a Stage (ii)b and Stage (ii)c. These are defined as follows:

- Stage ii (a) - Developed Scheme Design, includes the carrying out of all the surveys and investigations required in order to develop the design
- Updated CAS Stage 3 submission and approval (addressing the conditions in combined stage 1-3 approval)
- Stage ii(b) - Planning Process
- Stage ii(c) information production/design to works requirement

3.4 Sub-Stage (ii a) Scheme Design

- 3.4.1 Advise the Employer on the need to engage any additional specialist surveys and investigation services. Manage the procurement of surveys in accordance with public procurement rules. All necessary surveys are to be procured in a timely manner in order to meet the programme.
- 3.4.2 Provide all investigative reports to the Employer, advise on outcomes and their implications for the project and incorporate into the designs
- 3.4.3 Prepare scheme design sketches, drawings, and other specifications for the project, on an iterative basis, incorporating requirements from the employer, local authority, utilities etc
- 3.4.4 Present the final design concept to Employer or others as required for approval
- 3.4.5 Complete updated CAS 3 application including all necessary documentation for submission to the DHLGH. It is important that the updated stage 3 application addresses the conditions of the combined stag 1-3 approval.

3.5 Sub-stage (ii b) Detailed Design / Building Regulations

- 3.5.1 Develop detailed designs from all design Consultants of the approved scheme design, including drawings and specifications
- 3.5.2 Carry out Building Services assessments and specification in accordance with building control requirements including Provisional BER assessment. It is a requirement that the completed works achieve at least a **B2 BER rating**

3.6 Sub-Stage (ii c) Production Information

- 3.6.1 Prepare design information for tender action/construction. This will include Drawings, Specifications, Preliminaries, Pricing Documents, Preliminary Health and Safety Plans, Preliminary Inspection Plan and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer
- 3.6.2 Review detailed designs in coordination with the Employer
- 3.6.3 Prepare schedules of required Ancillary Certificates
- 3.6.4 Preliminary Inspection Plan and Inspection Notification Framework and prepare schedules of required testing and certificates that will be required to ensure

compliance with the Building Regulations and the Building Control (Amendment) Act

- 3.6.5 Prepare such final calculations and details relating to the Works as may be required for submission for an independent check by others nominated by the Employer
- 3.6.6 Prepare the final detailed Cost Plan and adjust designs to meet Employer's budgetary constraints.
- 3.6.7 Prepare pre-tender estimate and submit to Employer in advance of issue of tender documents
- 3.6.8 Review costs, programme, and detailed designs in coordination with Employer

3.7 Stage (iii) Tender Action, Evaluation, Award

- 3.7.1 Take instruction from the Employer prior to going to tender
- 3.7.2 Procurement of works Contractor through eTenders using the CWMF. This includes proposing, setting out and agreeing selection criteria with the Employer
- 3.7.3 Respond to queries during tender period
- 3.7.4 Assist with tender assessment and prepare Tender Report advising the Employer as to the relative merits of tenders, prices, and estimates received for carrying out the Works. Recommend a Contractor for award of the work
- 3.7.5 Prepare all communication documentation for Employer in relation to correspondence with tender participants
- 3.7.6 Hold pre-contract meetings with apparently successful tenderer to verify any items the Contractor may be required to provide prior to contract signing. Review proposed programme for the Works
- 3.7.7 Coordinate and advise on any matters relevant to recommendation and appointment of the Contractor and PSCS
- 3.7.8 Prepare any additional information necessary for the information of the Contractor to enable him to carry out the Works. This may include updates on designs due to queries during tender process
- 3.7.9 Take instruction from the Employer regarding the award of the tender
- 3.7.10 Prepare formal contract documents. Liaise with the Employer and the Contractor designate and PSCS to organise contract signing

3.8 Stage (iv) Construction Stage

- 3.8.1 Amend all works requirement documentation as required following tender process
- 3.8.2 Co-ordinate and integrate within the overall design of the Works the design of any part of the Works designed by specialist suppliers and/or Contractors
- 3.8.3 Carry out statutory duties of Designers and Assigned/Design Certifier under Building Control Amendment Regulations 2025 (S.I. No.56). Including the preparation and update of schedules of drawings, specifications, and other expressions of purposes for upload onto the BCMS
- 3.8.4 Employer's Representative responsible for administering the terms of the contract. Design Team to assist as required
- 3.8.5 Advise on the appointment of the PSCS
- 3.8.6 Conduct regular meetings, typically fortnightly, with the Contractor and the Design Team to review progress and cost control and quality of works. Preparation and issuing of minutes of the meetings
- 3.8.7 Carry out regular site inspections in accordance with the Preliminary Inspection Plan and the Inspection Notification Framework and the Code of Practice for Inspecting and Certifying Works to monitor that the Works are being executed in accordance with the contract and instructions given to the Contractor. Provide reports and other records in relation to quality issues and action as necessary
- 3.8.8 Review temporary works proposals as they relate to the structural design of the permanent works and input as appropriate to temporary works design certification.
- 3.8.9 Review of Contractor's technical submittals for compliance with the specifications and return comments within the agreed timeframe.
- 3.8.10 Assist the Employer's Representative as required in the administration of the terms of the contract.
- 3.8.11 Make payment recommendations and issue certificates for interim payments in accordance with the conditions of contract.
- 3.8.12 Certification of Interim Payments to the Contractor under the terms of the Works Contract including determining, calculating, and certifying all Interim Payments as required by the Works Contracts. Assessing, calculating, negotiating, and issuing Change Orders as they arise.

- 3.8.13 Advising on any dispute or difference relating to the works which may arise between the Employer and the Contactor. The scope of this engagement shall not extend to advising the Employer following the taking of any step in or towards any arbitration or litigation in connection with the Works
- 3.8.14 Prepare a defects-list for the works and issue to the Contractor prior to Substantial Completion
- 3.8.15 Issue a Certificate of Substantial Completion for parts of the works as may be set out in the contract documents

3.9 Stage (v) Handover, Certification and Final Account

- 3.9.1 Certification of works in accordance with duties of Design/Assigned Certifier in accordance with Building Control (Amendment) Regulations 2025 and uploading of relevant information onto the BCMS
- 3.9.2 Agree the Final Account with the Contractor and prepare a Final Account Report.
- 3.9.3 In conjunction with the PSCS prepare and handover the Safety Files to the Employer
- 3.9.4 Complete and lodge the Final BERs for the Development
- 3.9.5 Liaise with Employer regarding post occupancy defects issues. Issue instructions to the Contractor as required
- 3.9.6 Prepare and issue a Certificate of Completion for the works

4.0 Detailed Description of Technical Services – Architectural Services

4.1 Introduction

- 4.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages

4.2 Sub-Stage (ii a) Scheme Design

- 4.2.1 Refer to Section 3.4
- 4.2.2 Development of design options with the Design Team
- 4.2.3 Provide advice to Employer on planning and regulation issues such as Energy Performance of Building Directive, Disability Access Certificates and Fire Safety Certificates.

4.3 Sub-stage (ii b) Detailed Design / Building Regulations

- 4.3.1 Refer to Section 3.5
- 4.3.2 Develop architectural detailed designs from all design consultants of the approved scheme design, including drawings and specifications.
- 4.3.3 Prepare and submit Planning application documents as required including any requests for additional information.
- 4.3.4 Develop preliminary designs for Fire protection of the approved scheme design, including drawings and specifications.
- 4.3.5 Consult with Local Authority Fire Officer and submit Fire Safety Certificate application.
- 4.3.6 Input into design in relation to Disability Access.
- 4.3.7 Develop preliminary designs for disability access of the approved scheme design, including drawings and specifications.
- 4.3.8 Consult with Local Authority and submit disability certificate application.

4.4 Sub-Stage (ii c) Production Information

4.4.1 Refer to Section 3.6 .

4.4.2 Prepare architectural design information ready for tender action/construction. This will include all drawings, specifications, preliminaries document, and schedules required for Works Requirements, together with all background information and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer.

4.4.3 Review costs prepared by QS. Collate cost, programme, and detailed design information by all disciplines for submission to Employer in advance of tender.

4.4.4 **Prepare fire services, design information ready for tender action / construction.** This may include, drawings, specifications, specialist documentation design information ready for tender action / construction under the Capital Works Management Framework for Works designed by the employer.

4.4.5 Prepare disability access services, design information ready for tender action / construction. This may include, drawings, specifications, specialist documentation design information ready for tender action / construction under the Capital Works Management Framework for Works designed by the Employer

4.5 Stage (iii) Tender Action, Evaluation, Award

4.5.1 Refer to Section 3.7 .

4.6 Stage (iv) Construction Stage

4.6.1 Refer to Section 3.8

4.6.2 Provide of detailed progress reports each month including notification of design changes, cost adjustments to contract sum, progress on site, and report on health & safety, quality and standard.

4.6.3 Liaison with Local Authority Fire Safety Officer in relation to the Fire Safety Certificate.

4.6.4 Liaison with Local Authority disability access Officer in relation to the disability access Certificate

4.6.5 Review of submittals from contractor in relation to Fire Safety issues. Liaise with fire services specialists employed by works contractor for supply or works.

4.6.6 Review of submittals from contractor in relation to disability access issues. Liaise with service specialists employed by works contractor for supply or works.

4.7 Stage (v) Handover, Certification and Final Account

4.7.1 Refer to Section 3.8

5.0 Detailed Description of Technical Services – Structural & Civil Engineering Services

5.1 Introduction

- 5.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.

5.2 Sub-Stage (ii a) Scheme Design

- 5.2.1 Refer to Section 3.5
- 5.2.2 Provide structural and civil engineering input for the necessary remedial works to be carried out on the property.

5.3 Sub-Stage (ii b) Detailed Design / Building Regulations

- 5.3.1 Refer to Section 3.5

5.4 Sub-Stage (ii c) Production Information

- 5.4.1 Refer to Section 3.6
- 5.4.2 Provide permanent works design certificates as necessary to the PSDP.
- 5.4.3 Preparing such final calculations and details relating to the Works as may be required for submission for an independent check by others nominated by the Employer.

5.5 Stage (iii) Tender Action, Evaluation, Award

- 5.5.1 Refer to Section 3.7

5.6 Stage (iv) Construction Stage

- 5.6.1 Refer to Section 3.8
- 5.6.2 Review temporary works proposals as they relate to the structural design of the permanent works and input as appropriate to temporary works design certification.

5.7 Stage (v) Handover, Certification and Final Account

5.7.1 Refer to Section 3.8

6.0 Detailed Description of Technical Services – Building Services Engineering

6.1 Introduction

- 6.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.

6.2 Sub-Stage (ii a) Scheme Design

- 6.2.1 Refer to Section 3.4 .
- 6.2.2 Provide services engineering input for the necessary remedial and upgrade works to be carried out on the services installations within the property.

6.3 Sub-stage (ii b) Detailed Design / Building Regulations

- 6.3.1 Refer to Section 3.5
- 6.3.2 Calculate Provisional Building Energy Ratings for proposed development.

6.4 Sub-Stage (ii c) Production Information

- 6.4.1 Refer to Section 3.6 .
- 6.4.2 Prepare services engineering design information ready for tender action/ construction. This may include, drawings, specifications, specialist documentation for Works or Supply as may be required and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer.
- 6.4.3 Preparing such final calculations and details relating to the Works as may be required for submission for an independent check by others nominated by the Employer.
- 6.4.4 Preparation of pricing documents/bills of quantities required to enable pricing of the mechanical and electrical works.

6.5 Stage (iii) Tender Action, Evaluation, Award

- 6.5.1 Refer to Section 3.7 .

6.6 Stage (iv) Construction Stage

6.6.1 Refer to Section 3.8

6.7 Stage (v) Handover, Certification and Final Account

6.7.1 Refer to Section 3.8

6.7.2 Calculate Final Building Energy Ratings for the scheme.

7.0 Detailed Description of Technical Services Cost Consultant Services

7.1 Introduction

- 7.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.
- 7.1.2 Work as a member of the Design Team to ensure the design progresses within the project budget throughout all stages of the project. Ongoing value engineering may be necessary to ensure the project is kept within the budget.

7.2 Sub-Stage (ii a) Scheme Design

- 7.2.1 Refer to Section 3.4 .
- 7.2.2 Prepare a detailed Cost estimate of the works, revise and update as required prior to assisting with the Stage submission documentation and completion.

7.3 Sub-stage (ii b) Detailed Design / Building Regulations

- 7.3.1 Refer to Section 3.5
- 7.3.2 Carry out cost review and liaise with Employer.

7.4 Sub-Stage (ii c) Production Information

- 7.4.1 Refer to Section 3.6 .
- 7.4.2 Prepare pricing documents for the proposed scope of works.
- 7.4.3 Preparing such final calculations and details relating to the Works as may be required for submission for an independent check by others nominated by the Employer.
- 7.4.4 Prepare and submit detailed Cost Plan based on priced tender documents. Advise on adjustments to designs to meet Employer's budgetary constraints.
- 7.4.5 Review costs, programme, and detailed designs in coordination with Employer.
- 7.4.6 Answer queries raised by Employer regarding the proposed tender documents.

7.5 Stage (iii) Tender Action, Evaluation, Award

7.5.1 Refer to Section 3.7 .

7.5.2 Assist with the preparation and approval of the contract notice for issue to e-tenders and OJEU if applicable.

7.6 Stage (iv) Construction Stage

7.6.1 Refer to Section 3.8

7.6.2 Prepare and submit interim cost reports and cash flow forecasts. Cost reporting should provide the employer with all necessary information to give a clear understanding of current situation and projected final account.

7.6.3 Provision of information to the Employers representative for monthly progress reports to include change order information, contract costs adjustment updates, projected final account update, and potential value engineering opportunities.

7.6.4 Provision of a monthly interim payment recommendation to the Employers Representative, following an onsite valuation of the works progress. Ongoing negotiation of contract cost adjustments with the Contractor prior to providing change order recommendations to the Employers Representative.

7.7 Stage (v) Handover, Certification and Final Account

7.7.1 Refer to Section 3.8

7.7.2 Agree the Final Account with the Contractor and prepare and submit a Final Account Report.

8.0 Detailed Description of Technical Services – Project Supervisor Design Process

8.1 Introduction

- 8.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.

PSDP Scope to both main project and any investigative works such as Geotechnical Investigations which are covered by the Regulations.

8.2 Services for Stages (ii) to (v) Inclusive

- 8.2.1 Refer to Section 3.0.

- 8.2.2 All duties of Project Supervisor Design Process as required under this contract and by law. The PSDP appointment will include the main works contract and any specialist investigations contracts. Preliminary Health and Safety Plans should be prepared accordingly for each part of the project.

- 8.2.3 Notification to the HSA on behalf of the Employer via the AF1 form.

- 8.2.4 Provide advice to Employer on Health and Safety.

- 8.2.5 Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project.

- 8.2.6 Organise co-operation and coordination between designers.

- 8.2.7 Notify the Authority and the Employer of non-compliance with any written directions issued.

- 8.2.8 Consult with Safety and Health Authority as necessary.

- 8.2.9 Review designs from all design consultants of the approved scheme design, including drawings and specifications.

- 8.2.10 Compilation of design risk assessment and schedule of residual risk.

- 8.2.11 Identify, with designers, temporary works design requirements.

- 8.2.12 Prepare a written safety and health plan and deliver it to the Employer prior to tender. This will include Preliminary Health and Safety Plans etc. for tendering under the Capital Works Management Framework for Works designed by the Employer.

- 8.2.13 Review proposed programme for the Works.
- 8.2.14 Communicate necessary control measure, design assumptions or remaining risks to the PSCS so they can be dealt with in the Construction Stage Safety and Health Plan.
- 8.2.15 Review the CSSHP and identify residual risks.
- 8.2.16 Review schedule of temporary works designs required and co-ordinate the Temporary Works Designer and Permanent Works designers via design certificates.
- 8.2.17 In conjunction with the PSCS, prepare and handover a Safety File for the works to the Employer. The safety file should include the following as a minimum:
- construction drawings, specifications, and bills of quantities, used and produced throughout the construction process
 - the general design criteria
 - details of the equipment and maintenance facilities within the structure
 - maintenance procedures and requirements for the structure
 - manuals, certificates, produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure, typically lifts, electrical and mechanical installations and window cleaning
 - details of the location and nature of utilities and services, including emergency and fire-fighting systems

9.0 Detailed Description of Technical Services – Design/ Assigned Certifier

9.1 Introduction

- 9.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.
- 9.1.2 Service Providers shall act as Design Certifier and Assigned Certifier as identified in the Building Control Amendment Regulations 2014 (S.I 9) and compliance with the Code of Practice for Inspecting and Certifying Buildings and Works.
- 9.1.3 The Design Certifier and the Assigned Certifier shall comply fully with the requirements of the above Regulations and Code of Practice and submit all documentation in the required format.
- 9.1.4 The Service Providers shall be appropriately qualified and shall be a person [or practice] named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969.

Services for Stages (ii) to (v) Inclusive

- 9.1.5 All duties of Assigned/Design Certifier in accordance with Building Control (Amendment) Regulations 2025.
- 9.1.6 The Design Certifier shall assist the Design Team at pre-tender stage in identifying ancillary design certificates to be provided by the Works Contractor.
- 9.1.7 The Assigned Certifier, in consultation with the Design Team and Design Certifier, shall prepare the Inspection Plan and set out testing requirements, all to be included in the Works Requirements.
- 9.1.8 The Assigned Certifier, in consultation with the Design Team and Design Certifier, shall review and comment on the Preliminary Inspection Plan and associated testing requirements, all as included in the Works Requirements.
- 9.1.9 The ancillary design certificates to be provided by the Works Contractor shall be listed in the pre-qualification questionnaires and the Works Requirements.
- 9.1.10 The Assigned Certifier shall set out the schedule of ancillary certificates which will

be relied upon when signing the Certificates of Compliance upon Completion, as set out in the Sixth Schedule to the Building Control (Amendment) Regulations 2014. This schedule shall be included in the Works Requirements.

- 9.1.11 The Design Certifier shall submit a Design Certificate with the Commencement Certificate. The Design Certifier shall be responsible for completing the submission of ancillary certification for those elements that are not designed at commencement stage.
- 9.1.12 The Design Certifier is to liaise with the Assigned Certifier during the works and prepare any documentation required to record any change to the works that may have to be submitted with the Certificate of Compliance on Completion.
- 9.1.13 The Design Certifier is required to provide a Design Certificate and is required to coordinate any ancillary certificates scheduled in the Commencement Notice.
- 9.1.14 The Assigned Certifier, in conjunction with the Works Contractor and the Design Team, shall develop the Inspection Notification Framework out of the Inspection Plan.
- 9.1.15 The Assigned Certifier shall inspect the works and co-ordinate the activities of ancillary certifiers to meet the requirements of the Inspection Plan.
- 9.1.16 The Assigned Certifier shall provide detailed progress reports each month including notification of design changes, costs adjustments to contract sum, progress on site, and report on health & safety, quality and standard.
- 9.1.17 The Assigned Certifier shall liaise with the Building Control Authority as required.
- 9.1.18 The Assigned Certifier shall seek advice from the Building Control Authority in respect of compliance matters where disputes or difference of opinion arise.
- 9.1.19 The Assigned Certifier shall inspect and shall co-ordinate the inspection of others during construction, and shall certify the building or works on completion, or part of building or works on completion as appropriate.
- 9.1.20 Certification of works in accordance with duties of Assigned Certifier in accordance with the Building Control (Amendment) Regulations 2014 and Code of Practice for Inspecting and Certifying Buildings and Works 2014.
- 9.1.21 Submit as required Certificate of Compliance on Completion, signed by the Assigned Certifier and the Builder, and supported by completed Ancillary Certificates from other members of the design team and certificates from specialist sub-contractors where appropriate, together with plans, calculations, specifications and particulars

for any amendments from those submitted at commencement, together with Inspection Plan that was implemented, all to the Building Control Authority in the required format.

- 9.1.22 Respond as required to any request from the Building Control Authority for any additional information or documentation.
- 9.1.23 In the event of the Building Control Authority rejecting a certificate and accompanying documentation as invalid, a revised submittal will be made by the Assigned Certifier.
- 9.1.24 Maintain records of inspection, for a minimum of 6 years.

10.0 Detailed Description of Stage Technical Services Required – Employers Representative

10.1 Stage (ii) Design – Scheme Design

Not Required.

10.2 Stage (iii) Tender Action, Evaluation and Award

Not Required.

10.3 Stage(iv) Construction Stage

10.3.1 Refer to Section 3.8

10.3.2 Attending and chair, for the duration of the construction of the Works, the required site meetings to monitor that the Works are being executed generally in accordance with the contract and instructions given to the Contractor. Preparation and issuing of minutes of the site meetings.

10.3.3 Administer the terms of the contract on behalf of the Employer. Undertake general contract administration duties for duration of contract.

10.3.4 Issue directions, change orders, objections, opinions, assessments, determinations, and certificates in accordance with the contract as required.

10.3.5 Provision of detailed progress reports each month including notification of design changes, costs adjustments to contract sum, progress on site, and report on health & safety, quality and standard.

10.3.6 Issue Certificates of Interim Payments to the Contractor under the terms of the Works Contract including certifying all Interim Payments as required by the Works Contracts and assessing contractor's claims.

10.3.7 Issuing defects-list to the Contractor prior to Substantial Completion.

10.3.8 Prepare and Issue a Certificate of Substantial Completion for works.

10.4 Stage(v) Handover, Certification and Final Account

10.4.1 Refer to Section 3.8

- 10.4.2 Liaise with Employer regarding post occupancy defects issues. Issue instructions to the Contractor as required.
- 10.4.3 Liaise with Contractor and Employer regarding defects at the end of the defects liability period to ensure that defects are addressed.
- 10.4.4 Issue Defects Certificate.
- 10.4.5 Assist with preparations and agreement of final account.

11.0 Definitions

The definitions here are taken from the Code of Practice associated with S.I.531 of 2024

‘Ancillary Certificates’ means a certificate of compliance of elements of the building, design or works with the Building regulations, and ‘Ancillary Certifier’ means a person proposed to issue such a statement (Note; a ‘person’ also includes a company).

‘Assigned Certifier’ means the competent person so assigned, in accordance with the Building Control Regulations.

‘Builder’ means a competent builder appointed, for the purposes of the Building Control Regulations, by the owner, to build and supervise the works.

‘Building Control Authority’ means a Local Authority to which Section 2 of the Building Control Act 1990 applies.

‘Building Control Regulations’ means the building Control Regulations 1997 to 2025.

‘Building Regulations’ means the Building Regulations 1997 to 2024 and future amendments to them.

‘Certificates of Compliance’ means certificates of compliance as defined in the Building Control Regulations 2025.

‘Code of Practice’ means the ‘Code of Practice for Inspecting and Certifying Buildings and Works’, October 2024 related to S.I. No. 531 2024.

‘Commencement Notice’ means a notice referred to in Section 6(2) (k) of the Building Control Act 1990.

‘Competent Person’: a person is deemed to be a competent person where, having regard to the task which he/she is required to perform and taking account of the size and /or complexity of the building or works, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.

‘Compliance’ means that the relevant building or works have been designed to achieve the objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1) a, b, and e, of the same Act; and that the relevant building or works have been constructed to achieve the objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1)a, b, and e, of the same Act.;

‘Construction’ includes the execution of works in connection with buildings and any act or operation necessary for, or related to the construction, extension, alteration, repair, or renewal

of a building: and ‘construction’ shall be construed accordingly.

‘Design’ includes the preparation of plans drawings, specifications, calculations, and other expressions of purpose according to which the Construction, extension, alteration, repair, or renewal concerned is to be executed: and ‘designed’ shall be construed accordingly.

‘Design Certifier’ means the person who signs the Certificate of Compliance (Design).

‘Inspection’ has the meaning set down in the relevant sub-sections of Section 7 of the Code of Practice.

‘Inspection Notification Framework ‘or ‘INF’ has the meaning set down in Section 7.3 of the Code of Practice.

‘Inspection Plan’ has the meaning set down in Section 7.1 of the Code of Practice.

‘The Minister’ means the Minister for the Housing etc.

‘works’ includes any act or operation in connection with the Construction, extension, alteration, or renewal of a building.