



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

MUNSTER TECHNOLOGICAL UNIVERSITY

PROJECT INFORMATION MEMORANDUM

Stage 1 Restricted Procedure

For the

**Establishment of a Multi-Party Framework Agreement for the Provision of
Energy Retrofit Project Management and Integrated Design Team Services for
Energy Efficiency, Sustainability and Decarbonisation Projects**

at

Munster Technological University



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

NOTICE

This document has been produced by Munster Technological University. It may not be used for any purpose other than that specified by any other person without the written permission of the authors.

DOCUMENT REVISIONS

Issue	Prepared by	Reviewed by	Authorised by	Date Issue	Status
A	NOS	SB	SB	31/08/2026	Issue for Tender



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

DISCLAIMER

This document and documentation issued herewith (“the Documents”) are for information only and do not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Candidates are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the documents is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the documents or otherwise provided by or on behalf of MTU (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by MTU or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the University has any authority to give or make any representation or warranty, express or implied, in relation to such information. MTUs officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

MTU reserves the right to discontinue the procurement process at any time.



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



MTU
Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

CONTENTS

1. INTRODUCTION
2. GENERAL FRAMEWORK OVERVIEW
3. THE PROCEDURE
4. SCOPE OF SERVICES UNDER THE FRAMEWORK AGREEMENTS
5. TENDERING TIMETABLE
6. METHODOLOGY FOR MARKING



1. INTRODUCTION

Munster Technological University (MTU) invites suitably qualified and experienced economic operators to participate in Stage 1 of the Restricted Procedure for the establishment of a Multi-Party Framework Agreement for the provision of Energy Retrofit Project Management and Integrated Design Team Services.

MTU is a multi-campus technological university with six campuses located across Cork and Kerry, serving approximately 18,000 students and making a significant contribution to education, research, innovation and regional development throughout the South-West. As a public sector body, MTU is committed to meeting the objectives of the Government's Climate Action Plan and the Public Sector Climate Action Mandate. The University is actively pursuing measures to improve the energy performance of its estate, reduce carbon emissions, enhance sustainability, and provide high-quality, future-proofed learning and research environments.

To support these objectives, MTU is embarking on an ambitious Capital Development Programme comprising a portfolio of energy efficiency, sustainability and decarbonisation projects across its Cork and Kerry campuses. The programme will involve the retrofit and upgrade of existing buildings under the University's ownership, with individual construction projects anticipated to range in value from approximately €10,000 to €5,000,000 ex VAT encompassing a diverse mix of medium and large scale retrofit works.

The purpose of this procurement is to establish a Multi-Party Framework Agreement from which MTU will appoint Energy Retrofit Project Managers and Integrated Design Teams to deliver these projects. Appointments under the Framework will include the provision of professional consultancy services required to develop, design, manage and administer retrofit projects through all project stages, and to oversee the successful delivery of construction works in accordance with applicable legislation, public procurement requirements, best practice in sustainable design, and the objectives of national energy efficiency and decarbonisation programmes, including the Pathfinder Programme where applicable.

This Project Information Memorandum provides prospective Applicants with an overview of the proposed Framework Agreement, the scope of services, procurement process, and the information required to support participation in Stage 1 of the Restricted Procedure.

2. GENERAL FRAMEWORK OVERVIEW

Munster Technological University (MTU) proposes to establish a Multi-Party Framework Agreement for the provision of Energy Retrofit Project Management and Integrated Design Team Services.

The Framework Agreement will comprise a number of suitably qualified and experienced economic operators who will be eligible to compete for or be appointed to individual commissions during the term of the Framework, in accordance with the procedures set out in the Framework Agreement.

The Framework is intended to provide MTU with timely access to multidisciplinary consultancy services to support the planning, design, procurement and delivery of energy efficiency, sustainability and decarbonisation projects across the University's estate. The appointed Integrated Design Team may comprise, but shall not be limited to, the following disciplines:

- Project Management and Design Team Coordination;
- Mechanical and Electrical Engineering;
- Energy Consultancy;
- Architecture;
- Quantity Surveyor;
- Civil and Structural Engineering;
- PSDP; and
- Other specialist consultancy disciplines as may be required.

The precise requirements of the Integrated Design Team will be determined by the nature, scale and complexity of each individual project. Appointments under the Framework will be made on a project by project basis. The scope, complexity and value of individual commissions will vary depending on project requirements, available funding and programme priorities.

This procurement is being undertaken using the Restricted Procedure in accordance with the European Union (Award of Public Authority Contracts) Regulations 2016 (S.I. No. 284 of 2016), which transpose Directive 2014/24/EU into Irish law.

The Framework Agreement will be established following the completion of the Restricted Procedure.

2.1 Initial Contract

The Initial Contract comprises the provision of professional consultancy, project management and Integrated Design Team services for the development of decarbonisation plans and the identification and prioritisation of energy efficiency and decarbonisation opportunities for the following two MTU projects:

1. National Maritime College of Ireland (NMCI), Ringaskiddy, Co. Cork



The Consultant will be required to undertake an initial assessment of the NMCI buildings, energy use and existing building services infrastructure and prepare a Decarbonisation Plan and Register of Opportunities.

The assessment will establish an appropriate baseline of existing energy consumption and associated carbon emissions against which the potential impact of proposed measures can be assessed.

The Decarbonisation Plan will identify and assess potential measures to improve energy efficiency, reduce carbon emissions and reduce reliance on fossil fuels, and establish a prioritised pathway for the decarbonisation of the buildings.

The Register of Opportunities will identify potential interventions and, as appropriate, provide an indication of their technical feasibility, carbon reduction potential, energy savings, indicative costs, lifecycle considerations, priority and potential sequencing. The Register will inform the development and prioritisation of measures within the Decarbonisation Plan.

As an immediate priority, the Consultant will also undertake an assessment of the existing gas-fired boiler plant, which is approaching the end of its operational life. The Consultant will establish the requirements for its replacement and assess appropriate low-carbon heating options, including the feasibility of an Air Source Heat Pump (ASHP) system or other suitable solution.

The Consultant will develop the requirements and scope for the proposed heating plant replacement, including the preferred technical solution, indicative budget, programme, associated enabling works and procurement requirements. Subject to MTU approval, the Consultant may subsequently be required to progress the preferred solution through the relevant stages of design, procurement and delivery. Details of the Initial Contract, including the project brief and scope of services, will be issued to shortlisted Applicants as part of the Stage 2 Invitation to Tender.

2. Cork School of Music, Cork

The Consultant will also be required to undertake an initial assessment of the Cork School of Music, including the buildings, energy use and existing building services infrastructure, and prepare a Decarbonisation Plan and Register of Opportunities.

The assessment will establish an appropriate baseline of existing energy consumption and associated carbon emissions against which the potential impact of proposed measures can be assessed.

The Decarbonisation Plan will identify and assess potential measures to improve energy efficiency, reduce carbon emissions and reduce reliance on fossil fuels, and establish a prioritised pathway for the decarbonisation of the buildings.

The Register of Opportunities will identify potential interventions and, as appropriate, provide an indication of their technical feasibility, carbon reduction potential, energy savings, indicative costs,



lifecycle considerations, priority and potential sequencing. The Register will inform the development and prioritisation of measures within the Decarbonisation Plan.

As an immediate priority, the Consultant will undertake an assessment of the existing gas-fired boiler plant, which is approaching the end of its operational life. The Consultant will establish the requirements for its replacement and assess appropriate low-carbon heating options, including the feasibility of an Air Source Heat Pump (ASHP) system or other suitable solution.

The Consultant will develop the requirements and scope for the proposed heating plant replacement, including the preferred technical solution, indicative budget, programme, associated enabling works and procurement requirements. Subject to MTU approval, the Consultant may subsequently be required to progress the preferred solution through the relevant stages of design, procurement and delivery. Details of the Initial Contract, including the project brief and scope of services, will be issued to shortlisted Applicants as part of the Stage 2 Invitation to Tender.

Delivery of the Initial Projects

It is anticipated that the two Initial Projects may be progressed concurrently under the Initial Contract, with the Consultant required to provide appropriate resources, project management and multidisciplinary design team services to support the delivery of both projects.

The successful PM-Led Integrated Design Team (Lead Consultant) will be required to liaise and engage with the successful Energy Efficient Designer (EED) appointed from the MTU Framework and to follow the processes set out in the EED Standard IS 399. This will require the provision of relevant data and information collected as part of the feasibility and opportunities assessment undertaken for each project.

The precise scope, deliverables, programme and applicable CWMF stages for each project will be confirmed by MTU as part of the Stage 2 Tender.

The Initial Contract is intended to establish a clear and prioritised pathway for the decarbonisation of both buildings, while also addressing the immediate requirement to assess and plan for the replacement of the existing end-of-life gas-fired heating systems.

The Initial Contract is also intended to provide MTU with a clear, evidence-based roadmap for the decarbonisation of the NMCI and Cork School of Music, and to identify and prioritise projects and measures that can be progressed through MTU's capital development programme.

It is anticipated that the Project Manager (Lead Consultant) and Integrated Design Team for the Initial Contract will be appointed during Quarter 4 of 2026.



Services commissioned under the Framework Agreement may include full multidisciplinary design team services, partial design team appointments, specialist advisory services, feasibility studies, energy audits, cost-benefit analyses, business case preparation, planning and statutory approvals, tender documentation, contract administration, construction-stage services and other related professional services necessary to support MTU's capital development programme.

Construction-related consultancy services may be required for projects across any of MTU's Cork and Kerry campus locations for the duration of the Framework Agreement.

2.2 Indicative Pipeline of Projects

In addition to the Initial Contract, MTU currently anticipates procuring a number of further energy efficiency, sustainability and decarbonisation projects during the lifetime of the Framework Agreement.

The types of projects and projects listed below are provided for information purposes only to give Applicants an indication of the type, scale and geographical spread of projects that may be commissioned under the Framework – based on an SI 426 Energy Audit that was complete. The list is indicative and non-exhaustive. Inclusion of a project does not constitute a commitment by MTU to proceed with that project or to procure the associated consultancy services.

Individual commissions may involve a combination of energy retrofit measures and integrated building performance improvements, including, where appropriate:

- Decarbonisation of heating and energy systems, including replacement of fossil fuel-based heating systems with low-carbon alternatives.
- Building fabric upgrades to improve thermal performance and reduce energy demand.
- Building Management System (BMS) upgrades and enhanced energy monitoring.
- Renewable energy solutions, including photovoltaic (PV) generation and energy storage.
- Ventilation upgrades, heat recovery and indoor environmental quality improvements.
- Lighting upgrades and intelligent lighting controls.
- Electrical infrastructure upgrades and provision for future electrification, including EV charging infrastructure.
- Energy metering, sub-metering and measurement and verification (M&V) systems.
- Other energy efficiency, sustainability and carbon reduction measures identified through feasibility studies, audits, energy modelling and decarbonisation assessments.



While there is a significant range of different project to be reviewed across the Cork and Kerry Campus, an Indicative key projects include:

Campus	Project
MTU Bishopstown – Main 1974 Building	Undertake a survey of the existing heating distribution system to establish its condition, configuration and suitability for retention or adaptation, and to identify the most feasible heating solution (in lieu of gas) for the space.
MTU Bishopstown – Student Centre, Administration Building, Library + IT Building and Tourism Building	Review the existing heat distribution system and assess heat pump options for the space and associated energy centre, including their technical feasibility and suitability.
Kerry North Campus – KSA Building	Replacement of LPG/kerosene heating with Air Source Heat Pump
Kerry North Campus – Solas Building	Replacement of LPG/kerosene heating with Air Source Heat Pump
MTU Bishopstown – Melbourn Building	Cooling and heat recovery incorporating data centre integration
MTU Bishopstown – Melbourn Building	Replacement of gas boilers with Air Source Heat Pump
Multiple MTU Locations	Rooftop solar photovoltaic (PV) installations

The scope, timing, value and delivery of individual projects will be subject to funding availability, statutory approvals, programme priorities and MTU's operational requirements.

MTU reserves the right to amend, add to, defer or omit projects from the indicative pipeline during the term of the Framework Agreement.

All other projects identified in this Project Information Memorandum are indicative only and remain subject to the availability of funding, statutory approvals, business case approval, programme priorities and MTU's operational requirements. Their inclusion does not constitute a commitment by MTU to proceed with any such project or to procure the associated consultancy services.

Nothing in this Project Information Memorandum shall be considered as a guarantee of any minimum value, volume or number of commissions to be awarded under the Framework Agreement. MTU makes no representation as to the quantity, frequency or value of services that may be required during the term of the Framework.



MTU is not obliged to procure all or any services falling within the scope of the Framework Agreement through the Framework and reserves the right, at its sole discretion and in accordance with applicable public procurement legislation, to undertake separate procurement procedures where it considers this to be appropriate.

3. THE PROCEDURE

3.1 Stage 1 Suitability Assessment

Applicants are required to complete and submit a completed SAQ.

Applicants will be assessed on the basis of the rules, criteria and weightings set out in the SAQ, which are aimed at establishing the technical and professional abilities of Applicants as well as their financial standing.

It is envisaged that, subject to the quality and number of responses received, the top 6 scoring Applicants, which also meet the minimum criteria and rules for selection, will be invited to tender for Stage 2 and any future projects identified.

Where a tie in scores occurs at the lowest ranking, all Applicants qualifying with that score will be added to the list.

Prior to the issue of the Invitation to Tender document, if a selected Applicant withdraws from the competition for whatever reason, the MTU reserves the right to include the next highest scoring Applicant in the invitation to tender list.

3.2 Stage 2 Invitation to Tender (ITT)

Applicants who are selected for inclusion on the tender list will be issued a formal Invitation to Tender Document, inclusive of the award criteria and further information in relation to the second stage of this process and the works required.

4. SCOPE OF SERVICES UNDER THE FRAMEWORK AGREEMENT FOR DECARBONISATION AND ENERGY RETROFIT CONSULTANCY SERVICES

The successful Consultants appointed to the Framework may be required to provide a comprehensive range of professional consultancy services to support the planning, design, procurement and delivery of energy efficiency, sustainability and decarbonisation projects across the MTU estate.



The services shall be delivered in accordance with applicable legislation, MTU policies and procedures, relevant funding requirements, the Capital Works Management Framework (CWMF), Infrastructure Guidelines, Building Regulations, health and safety legislation, and recognised industry best practice.

The services required this Framework may include, but shall not be limited to, the following:

- Project Management and Design Team Coordination.
- Feasibility Studies, Energy Audits and Decarbonisation Option Appraisals.
- Preparation of Business Cases, Cost-Benefit Analysis and Funding Support.
- Preliminary Design and Option Development.
- Detailed Design Development.
- Risk Identification and Risk Management.
- Planning, Statutory Approvals and Regulatory Compliance.
- Fire Safety Design and Certification.
- PSDP Services.
- Preparation of Tender Documentation.
- Tender Evaluation and Contract Award Support.
- Contract Administration and Site Inspections.
- Testing, Commissioning, Handover and Defects Management.
- Preparation of Safety Files and Project Close-Out Documentation.
- Stakeholder Engagement, Reporting and Project Governance.
- Post-Occupancy Evaluation, Energy Performance Measurement and Verification and any other specialist consultancy services as required.

The precise disciplines and services required will be determined by the nature, scale, complexity and requirements of each individual commission under the Framework.

The appointed Consultants will work collaboratively with MTU and other stakeholders to deliver projects that achieve the University's objectives for energy efficiency, sustainability and decarbonisation. Services shall be provided in accordance with applicable legislation, MTU's Policy's and Procedures i.e. Capital Projects Sustainable Design Procedure, MTU's Electrical Spec, the Capital Works Management Framework (CWMF), the Infrastructure Guidelines, Building Regulations, health and safety legislation, funding programme requirements and recognised industry best practice. The Framework will support MTU in delivering projects aligned with Ireland's Climate Action Plan and the University's sustainability objectives.

Details of the Initial Contract, including the project brief and scope of services, will be issued to shortlisted Applicants as part of the Stage 2 Invitation to Tender.

The successful Tenderers will be required to enter into a Framework Agreement with Munster Technological University (MTU).

The Framework Agreement will have a duration of four (4) years from the commencement date, unless terminated earlier in accordance with its terms.



Appointment to the Framework Agreement does not constitute a commitment or guarantee by MTU to award any minimum number or value of commissions or to procure any services from any Framework Member. No guarantee is given as to the volume, frequency or value of work that may arise during the term of the Framework Agreement.

MTU reserves the right to procure services within the scope of the Framework Agreement by alternative procurement procedures where permitted under applicable public procurement legislation and where, at its sole discretion, it considers it appropriate to do so.

4.1 Contractual Terms and Conditions

Applicants are advised that an Applicant may participate as the Lead Consultant for the Project Management discipline in only one tender submission under this competition.

A subcontractor or specialist consultant may, however, be included as part of multiple tender submissions and may act as a subcontractor or specialist consultant to multiple Lead Consultants participating in the competition.

Failure by an Applicant to comply with the above requirement in respect of the Project Management [Lead Consultant] discipline may result in the affected submission(s) being deemed non-compliant and excluded from further consideration.

The successful Tenderers will enter into a Multi-Party Framework Agreement with Munster Technological University. The Framework Agreement will govern the operation of the Framework and the award of individual Call-Off Contracts during its term. Unless otherwise stated in the relevant Call-Off documentation, individual consultancy appointments awarded under the Framework will be subject to the Standard Conditions of Engagement for Consultancy Services (Technical), (COE-1, Version 2j, dated 30 September 2024), or such updated version as may be in force at the time of the relevant appointment.

Successful Tenderers will be required to enter into and comply with the Framework Agreement and its associated terms and conditions. The Framework Agreement and associated contractual documentation will be issued to Applicants at Stage 2 of the Restricted Procedure.

Formal acceptance of the Framework Agreement and its terms and conditions will be a condition of appointment to the Framework.

4.2 Governance

Compliance with Capital Works Management Framework and Infrastructure Guidelines.



5. TENDERING TIMETABLE

MTU expects to complete this competition in accordance with the indicative timetable set out below. The dates provided are preliminary only and may be subject to change at MTU's absolute discretion.

Key Milestone	Proposed Date
Stage 1 - Publish notice on OJEU website	2 nd September 2026
Stage 1 - Last date for submission of clarification questions	2 nd October 2026 [12:00noon Local Time]
Stage 1 - Deadline for Return of Suitability Questionnaires	12 th October 2026 [12:00noon Local Time]
Stage 1 - Completion of Evaluation and Shortlisting of Applicants for Stage 2	16 th October 2026 [Anticipated]
Stage 2 - Invitation to Tender Documents issued (anticipated)	29 th October 2026 [Anticipated]
Stage 2 - Last date for submission of clarification questions (anticipated)	19 th November 2026 [Anticipated]
Stage 2 - Deadline for return of Tender Documents (anticipated)	27 th November 2026 [Anticipated]
Stage 2 - Notification of intention to award contract (anticipated)	December 2026 [Anticipated]
Stage 2 - Proposed Contract award date (anticipated)	December 2026 [Anticipated]

6. METHODOLOGY FOR MARKING

The qualitative criterion for items 3.4a, 3.4c, 3.4d and 3.4h at Stage 1 will be marked using the following methodology. Each question will be marked out of 100 and the allocated Mark will then be weighted, and an overall score calculated for the Candidate.

Assessment	Score	Interpretation
Excellent	91-100	Comprehensive response, demonstrating extensive experience, qualifications, expertise and systems as applicable. Description fully supported.
Very Good	81-90	Response demonstrates very good experience, qualifications, expertise and systems as applicable. Description is strongly supported.



Good	71-80	Response demonstrates good experience, qualifications, expertise and systems as applicable. Description is well supported.
Satisfactory	61-70	Response demonstrates some experience, qualifications, expertise and systems as applicable. Description is supported.
Acceptable	50-60	Response demonstrates limited experience, qualifications, expertise and systems as applicable. Description is partially supported.
Unacceptable	0-49	No response or unacceptable information provided.

Table 1 – Scoring Matrix

Any Candidate:

- (i) not passing on a 'pass / fail' criterion, or
- (ii) achieving less than 50% of the maximum marks on any individual 'qualitative' criterion (i.e. items 3.4a, 3.4c, 3.4d and 3.4h of the SAQ); or
- (iii) achieving less than 50% of the total available qualitative marks, will be excluded from further consideration.