



Comhairle Contae Chorcaí
Cork County Council

Aonad Bainistíochta Cósta,
Urlár 10, Halla an Chontae, Bóthar Charraig
Ruacháin, Corcaigh, T12 R2NC

Coastal Management Unit,
Floor 10, Co. Hall, Carrigrohane Road, Cork.
T12 R2NC

Uimh. Fón/Tel. No. (021) 4276891

Uimh. Facs/Fax No. (021) 4276321

Gréasán/Web: www.corkcoco.ie



Sherkin Island Pontoon

Feasibility, Design & Contract Documents (Stages 1, 2 & 3)

Consultant's Brief
August 2026

Brendan Meagher
A/County Engineer,
Cork County Council, County Hall, Cork

TABLE OF CONTENTS

1	INTRODUCTION	4
1.1	DEFINITIONS, ABBREVIATIONS & INTERPRETATION:	4
1.2	CONSULTANT APPOINTMENT	4
2	BACKGROUND	5
3	PRELIMINARY STAGE BRIEF.....	6
4	DESIGN STAGE BRIEF	7
4.1	DESIGN & CONTRACT DOCUMENTS	7
4.2	TOPOGRAPHICAL/BATHYMETRIC SURVEY	8
4.3	ARCHAEOLOGICAL SURVEY	8
4.4	STATUTORY/CONSENT PROCESSES.....	9
4.5	APPROPRIATE ASSESSMENT SCREENING.....	9
4.6	ECOLOGICAL IMPACT ASSESSMENT.....	9
4.7	DESIGN RISK ASSESSMENT	9
4.8	PRELIMINARY HEALTH & SAFETY PLAN.....	9
4.9	COST ESTIMATE.....	10
4.10	MARINE AREA CONSENT(MAC).....	10
4.11	PART 8 PLANNING	10
5	TENDER STAGE BRIEF.....	12
5.1	FORM OF CONTRACTS	12
5.2	CONTRACT DOCUMENTS	12
5.3	TENDER ASSESSMENT	12
6	GENERAL DUTIES/ROLE OF THE CONSULTANT, & EMPLOYER’S REPRESENTATIVE	
14		
6.1	PSDP APPOINTMENT.....	14
6.2	DOCUMENTATION & DRAWINGS	14
6.3	CORK COUNTY COUNCIL DATA	14
6.4	EUROPEAN DIRECTIVES.....	14
6.5	NATIONAL LEGISLATION	15
	TECHNICAL & MANAGEMENT SERVICES.....	16
6.6	GENERAL DUTIES.....	16

6.7	CLIENT PROGRAMME.....	16
6.8	MEETINGS	16
7	GENERAL.....	16
7.1	EMPLOYER SUPPLIED DOCUMENTS.....	16
8	TENDER ASSESSMENT (REFER TO INSTRUCTIONS TO TENDERERS FOR ADDITIONAL REQUIREMENTS).....	17

APPENDICES

APPENDIX A

Design Concept for pontoon

APPENDIX B

Cork County Council Appropriate Assessment Screening Report

APPENDIX C

Photographs

1 INTRODUCTION

Cork County Council requires the services of a competent Consultant with experience of Marine Civil Engineering Works.

The Consultant is required for the Preliminary, Design including Contract Documents and tendering process.

1.1 DEFINITIONS, ABBREVIATIONS & INTERPRETATION:

- “Consultant” shall be taken to mean Consultant, Client’s Representative or Employer’s Representative as is appropriate to the relevant Stage/Contract.
- “Client” “Employer” and “Council” shall be taken to mean Cork County Council.
- Bord means An Bord Pleanála (ABP)
- Cork County Council (CCC)
- Special Area of Conservation (SAC)
- Special Protection Area (SPA)
- proposed National Heritage Area (pNHA)
- Appropriate Assessment (AA)
- Natura Impact Assessment (NIA)
- Environmental Protection Agency (EPA)
- Department of Housing, Planning and Local Government (DHPLG)
- Department of Agriculture, Food and Marine (DAFM)
- Office of Public Works (OPW)
- Foreshore Unit means the Foreshore Unit of the Department of Housing, Planning and Local Government
- Marine Area regulatory Authority (MARA)
- Marine Area Consent (MAC)
- Marine Area Usage Licence (MAUL)
- Commissioners of Irish Lights (CIL)

1.2 CONSULTANT APPOINTMENT

The Consultant Appointment will be for a series of Stages. Instruction to proceed from a completed Stage to the next will be issued by Cork County Council. The appointment of the successful Tenderer is not a guarantee that all Stages of the appointment will be completed. Consultant Duties are summarised below and detailed in Section 3-6 and its subsections.

- Stage (i) Preliminary
- Stage (ii) Design
- Stage (iii) Tender

2 BACKGROUND

Sherkin Island is an island located within Roaring Water Bay, West Cork. Access to the Island is via a ferry operating from Baltimore Pier and disembarks at the Abbey Pier, the location for the proposed ferry. The Abbey Pier is the main pier for the island and is protected by a breakwater on southern eastern side of the harbour. Sherkin is home to over 100 residents and outside the scheduled ferry times, locals make their way between Baltimore & Sherkin Island with their own boats. Cork County Council are now seeking to install a pontoon ease of access for the islanders and cater for the increase in summer vessels visiting the area.



Figure 1.1 – Abbey Pier, Sherkin Island

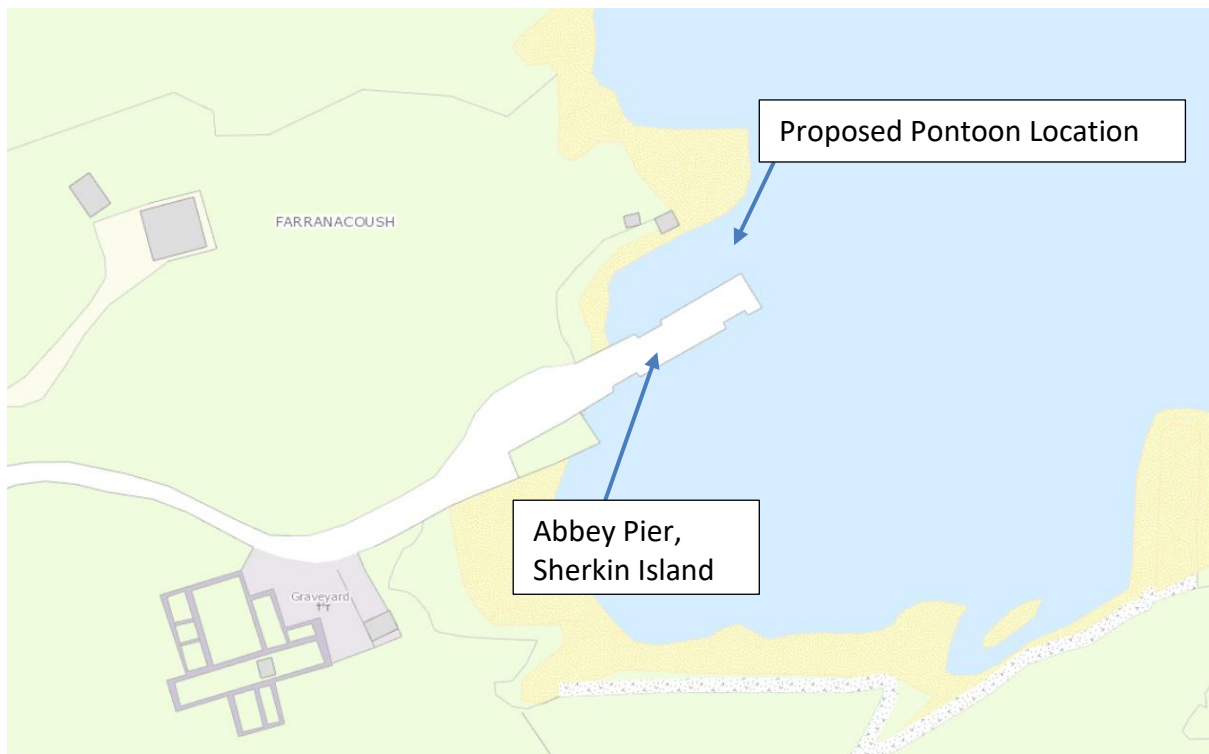


Figure 1.2 - Location of Pier & proposed pontoon, Sherkin Island

Even though there is a breakwater present in the harbour, the pier is exposed to weather and swells in the winter months from the elements, in particular the influence of waves and tide during weather extremes. It is proposed that the pontoon will be in place from March to October inclusive and removed during the months of November to February each year. Access for the locals will be required on the northern side of the pier and a solution is required for the winter months to allow local vessels tie up and shelter if vertical stanchions are attached to the wall at the ladder access and step locations.

A design concept for the pontoon is included in Appendix A of this brief.

3 PRELIMINARY STAGE BRIEF

Feasibility to develop a multi recreational user ponton to provide access to the Island.

4 DESIGN STAGE BRIEF

4.1 DESIGN & CONTRACT DOCUMENTS

The Design of the Project and the specification of materials shall conform to relevant National, European and International Standards. The consultant is to carry out the design in accordance with industry accepted standards such as “BS6349-6 Part 6: Design of inshore moorings and floating structures” as well as relevant standards related to individual structural elements e.g. BS EN 1090.

Constituent Items of the pontoon system include (non-exhaustive list):

- Structural Frames.
- Structural connections between pontoon elements.
- Structural connections with furniture.
- Floatation Units.
- Mooring cleats and cleat supports.
- Fendering.
- Mooring arrangements.

The following are key design requirements that are to be included in the development of the pontoon design:

- Design Concept as per drawing AY.2026.01 in Appendix A
- Minimum Pontoons width 2.4m
- Pontoon Freeboard = 500- 600mm
- Optimum number of anodised aluminium cleats
- Ring buoys to be provided in accordance with current regulations and best practice
- GRP Decking with close grid (25mm), non-slip finish which is suitable for the marine environment. The pontoon should be designed for a minimum 2.5kN/m² live load and an impact load of 10kN.
- Pontoon Fenders to incorporate 150DD fenders and Hardwood Timber fenders (150x45mm).
- The pontoon floatation units are to be designed and constructed of a suitable material and structure to provide the required floatation design performance and structural capacity to support berthing, mooring and environmental loads and satisfy operational requirements. Heavy Duty Grounding brackets to protect the pontoon floats in the event of pontoon grounding shall be incorporated if necessary. Allowable floatation unit construction type- supplied in Polyurea.
- The pontoon shall be removed from October to March each year. In order to facilitate local vessels landing exploration as to whether one section can remain in situ fixed to the UC H-Piles fixed to the existing pier with brackets.
- Sufficient Emergency ladders for safe operation are to be provided on the pontoon.

- The pontoon and access systems shall be designed in accordance with BS 6349 and all relevant European & British Standards and 'A Code of Practice for the design, construction and operation of coastal and inland marinas and yacht harbours' published by The Yacht Harbour Association Ltd (referred to in this Specification as the YHA Code)
- Requirements for solar powered Aid to Navigation (AtoN) on pontoon
- Review of Public Lighting and ensure there is sufficient lighting on the pontoon for access and egress at night-time.
- Refurbishment of existing steps to allow safe access to pontoon including stainless steel grab rail and galvanised pedestrian rail at top landing (2 bar).
- All bollards shall be painted with high visibility red paint to reduce the risk of tripping
- Design Life - The facility will be a low maintenance, durable structure and will have a 25 year design lifespan. Structural element thicknesses, fixings and corrosion protection measures are to have adequate redundancy to allow for this lifespan. ISO 12944 Environment Classification is C5M Marine, offshore, estuaries, coastal areas with high salinity.

The structural design shall take into account the expected environmental loading, dead loads (including self-weight and imposed loads) and consider the condition of the existing pier wall in relation to the connection of the pontoon to the pier wall. The Consultant shall develop the specimen design and proposed construction details. These shall be included in the generated Works Requirement and supporting developed drawings. A set of Contract Documents for advertisement on e-tenders shall be provided to CCC.

The Consultant shall visit the site and finalise an agreed solution for the permanent pontoon and for the temporary access to the ladder and steps during the winter months.

4.2 TOPOGRAPHICAL/BATHYMETRIC SURVEY

A topographical survey of the pier has been completed and is available to the Consultant. If further topographical survey works are required, then Cork County Council can arrange same.

The Consultant shall include for a Bathymetric Survey in his quotation which shall cover the required area for both the mooring blocks and pontoon footprint. The Bathymetric Survey shall be in compliance with the requirements for the submission of a MAC (Marine Area Consent) and safe operation of the pontoon itself.

4.3 ARCHAEOLOGICAL SURVEY

Cork County Council believes **no** archaeological reporting is required for this project.

4.4 STATUTORY/CONSENT PROCESSES

Cork County Council will manage the statutory processes for Cork County Council which shall include the following:

- Marine Area Consent (MAC) from the Marine Area Regulatory Authority(MARA).
- Part 8 Planning Permission following the issuing of the MAC.
- Permission from Commissioners of Irish Lights (CIL) for installation of AtoN on the pontoons

The requirements to facilitate these statutory processes are further detailed in the follow-on sections.

4.5 APPROPRIATE ASSESSMENT SCREENING

Cork County Council has completed an Appropriate Assessment Screening Report in accordance with Marine Natura Impact Statements in Irish Special Areas of Conservation - A Working Document April 2012, prepared by the National Parks & Wildlife Service of the Department of Arts, Heritage & the Gaeltacht and other guidance/legislation published prior to the Tender Date. If there is a change in the methodology or scope , Cork County Council will review and update the Appropriate Assessment Screening Report.

4.6 ECOLOGICAL IMPACT ASSESSMENT

The Consultant shall complete an Ecological Impact Assessment and consider the following issues:

- Potential for impact on habitats of conservation value
- Potential for works to cause disturbance to seabirds
- Potential for works to cause disturbance to sea mammals

4.7 DESIGN RISK ASSESSMENT

The Consultant shall complete a Design Risk Assessment regarding the works to include the methodology envisaged to construct the project.

4.8 PRELIMINARY HEALTH & SAFETY PLAN

The Consultant shall be appointed PSDP for the works. The Consultant shall prepare Preliminary Health & Safety Plans in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.

The Consultant shall prepare a detailed and comprehensive Preliminary Traffic Management Plan whenever necessary throughout all stages of the service contract in accordance with the

Safety, Health and Welfare at Work (Construction) Regulations 2013, the Guidance for the Control and Management of Traffic at Roadwork's and Chapter 8 of the Traffic Signs Manual.

4.9 COST ESTIMATE

The Consultant shall provide a detailed cost estimate for the project, setting out the basis for cost estimates including VAT at the design stage of the project and updated again prior to tender stage.

4.10 MARINE AREA CONSENT(MAC)

Cork County Council believes that a MAC will be required for the installation of the pontoon (Marina Development) in accordance with the current MARA guidance/application documents which can be downloaded from the following link:

[Applying for a Maritime Area Consent - MARA - The Maritime Regulator](#)

The Consultant shall compile all necessary documentation in relation to the MAC process. The Consultant shall also include for any meetings which are required to facilitate the MAC process. The MAC process can be summarised but not limited to the following:

- Pre-application Consultation compiled and managed by the Consultant.
- Full Application Submission compiled and managed by the Consultant.
- General/Technical/Financial Assessment by MARA
- Preliminary Determination by MARA
- Draft MAC Issued for acceptance/comment by Consultant on behalf of Cork County Council
- Final Determination by MARA

The Consultant shall allow sufficient time for all inputs to be requested and returned during the application process.

Cork County Council shall pay any fees sought by MARA for the application process.

4.11 PART 8 PLANNING

The project will involve a Part 8 planning process. This process cannot be undertaken until the MAC process has been completed in accordance with the Marine Area Planning Act 2021. The Consultant shall provide part 8 documentation including drawings and specifications for the purpose of the part 8 planning in accordance with the draft Part 8 CCC guidance 2020 included in Appendix C. In addition to this documentation and in accordance with S.179(3)(C) of the Planning and Development Act, 2000 as amended, the Consultant shall include the content within the Chief Executives Report as follows:

(c) A report prepared in accordance with paragraph (a) shall—

(i) in the case of development situated wholly within the maritime area—

(I) contain an evaluation of the consistency of the proposed development with principles of proper planning and sustainable development and the objectives of maritime spatial planning, having regard to the National Planning Framework, the National Marine Planning Framework and any maritime spatial plan applicable to the maritime site in which it is proposed that the development would be carried out, and

(II) specify the reasons and considerations for that evaluation,

and

(ii) in the case of development proposed to be situated partly on the landward side of a coastal planning authority's functional area and partly in the maritime area—

(I) contain an evaluation referred to in subparagraph (ii) of paragraph (b) and an evaluation of the consistency of the proposed development with principles of proper planning and sustainable development and objectives of maritime spatial planning, having regard to the National Planning Framework, the National Marine Planning Framework and any maritime spatial plan applicable to the maritime site in which it is proposed that the development would be carried out, and

(II) specify the reasons and considerations for those evaluations,

in addition to the matters referred to in subparagraphs

(i), (iia), (iii), (iv) and (v) of paragraph (b).

5 TENDER STAGE BRIEF

5.1 FORM OF CONTRACTS

The Consultant shall complete all Tender/Contract Documents in accordance with the requirements of the Department of the Finance's Capital Works Management Framework, Public Works Contracts, and National & European Procurement Laws.

5.2 CONTRACT DOCUMENTS

Following Instruction to commence tender Stage, the Consultant shall prepare Draft Tender Documents for the remedial works Contract for comment in pdf format.

The Draft Tender documents shall include (but not be limited to) the following Sections:

- Preliminary Health & Safety Plan
- Works Requirement including detailed drawings and particular specification
- Tender & Schedule
- Pricing Document
- Instructions to Tenders including award criteria
- PW Form of Contract to suit works
- Suitability Questionnaire (if appropriate)
- Additional Background information (Surveys, Designers Risk Assessment, AA screening, topographical, drone survey etc...)

Cork County Council will revert with comments and the Consultant shall review comments and amend where necessary and finalise the Contract Documents for advertisement.

Cork County Council will advertise the Contract on eTenders if the works are in excess of €50K excluding VAT and return the tenders submissions to the Consultant for assessment.

5.3 TENDER ASSESSMENT

The Consultant shall assess the tender submissions and produce a Tender assessment Report in accordance with Department of the Finance's Capital Works Management Framework, Public Works Contracts, National & European Procurement Laws.

The Consultant shall seek additional information from the tenders where clarifications is required in accordance with Department of the Finance's Capital Works Management Framework, Public Works Contracts, National & European Procurement Laws.

The Consultants Duties shall include:

- Evaluation of Tenders, Suitability Assessment and preparation of Report on Tenders, including the submitted proposals, and recommend an appointment on the basis of the

most economically advantageous tenders based on the award criteria included in the tender documents.

- Assess the successful Contractor's competence to act as PSCS and make recommendations to the Employer as necessary on their appointment.
- This recommendation shall include any necessary contractual advice.
- Responding to all reasonable queries and attendance at Meeting to clarify issues.

6 GENERAL DUTIES/ROLE OF THE CONSULTANT, & EMPLOYER'S REPRESENTATIVE

The Consultant shall take notice regarding the following:

6.1 PSDP APPOINTMENT

The Consultant shall be appointed as Project Supervisor (Design Process) in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 and fulfil all associated duties for all stages.

6.2 DOCUMENTATION & DRAWINGS

The Consultant shall comply with the following requirements for documentation when issuing reports, drawings and other documentation to the Employer or any third party throughout all stages of the Consultant's contract with the Employer.

- All cost and expenses associated with the production, printing, copying, binding, laminating, proof reading, PDF compilation, posting and packaging of all reports, documentation and drawings throughout all stages of the Consultant's Contract shall be included in the Consultant's tender proposal.
- Reports and drawings shall utilise colour where this will provide for better presentation of the information portrayed.
- All reports, documentation and drawings submissions shall include a complete searchable PDF electronic copy.
- Tenders will be advertised by Cork County Council through www.eTenders.gov.ie,
- The tender proposal shall be fully inclusive of all production, PDF compilation, printing and postage charges of all draft and final copies.

Electronic Copy means:

Searchable PDF electronic copy (not scanned) & when requested by Cork County Council, original electronic format compatible with the Microsoft Office Suite of programmes, AutoCAD and MapInfo. Documentation supplied should be capable of being edited in the current versions of these programmes without loss of formatting.

6.3 CORK COUNTY COUNCIL DATA

- Topographical Survey

6.4 EUROPEAN DIRECTIVES

The Consultants proposals shall comply with all relevant European Directives, including but not limited to those listed below.

- European Communities 1976 Bathing Water Directive (76/160/EEC)
- European Communities Bathing Water Directive of 2006 (2006/7/EC)

- Directive 76/464/EEC and 2006/11/EC - Water pollution by discharges of certain dangerous substances
- Marine Strategy Framework Directive 2008/56/EC
- Directive 2008/1/EC concerning integrated pollution prevention and control
- Council Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment (EIA Directive)
- Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment (The SEA Directive)
- Directive 2004/18/EC on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts
- Directive 2006/113/EC on the quality of shellfish waters (Codified Version)
- Shellfish Hygiene Directive 91/492/EEC.

6.5 NATIONAL LEGISLATION

The Consultants proposals shall comply with all relevant National Legislation, including but not limited to the Acts listed below (and any subsequent associated Acts, amendment Acts, Regulations and Statutory Instruments).

- Chemicals Acts 2008 - 2010
- Competition Acts 1991 – 2017
- Dangerous Substances Act 1972 and Amendment Act 1979
- Dumping at Sea Acts 1981 - 2004
- Environmental Protection Agency Act, 1992
- Environment (Miscellaneous Provisions) Act 2011 - 2015
- Fisheries Act 1980 - 2003
- Fisheries and Foreshore (Amendment) Act, 1998
- Foreshore Acts 1933 - 2011
- Foreshore and Dumping at Sea (Amendment) Act 2009
- Freedom of Information Act 1997 - 2014
- Harbours Acts 1946 - 2017
- Inland Fisheries Acts 2010 - 2017
- Maritime Safety Act 2005
- National Monuments Acts 1930 - 2004
- Planning and Development Act 2000 – 2023
- Protection of the Environment Act 2003
- Safety, Health and Welfare at Work Act 2005
- Sea Pollution Acts 1991 – 2006
- Marine Area Planning Act 2021
- Waste Management Acts 1996 - 2001
- Wildlife Acts 1976 - 2012
- National Marine Planning Framework
- Marine Protected Areas

TECHNICAL & MANAGEMENT SERVICES

The following Sub-Sections outline the main duties and deliverables required in the various Stages of the Consultancy Service. Section 3-7 outline the duties and deliverables Stage (i) Feasibility, Stage (ii) Design and Stage (iii) Tender Stage. Section 8.1 outlines the normal and general duties that apply to all stages.

The tender proposal shall include for all costs and expenses associated the duties described in Sections 3 to 7 of the Brief.

6.6 GENERAL DUTIES

The Consultant shall undertake all the required duties in a Professional and Competent manner and where necessary, act as Consultant as referred to in the Government Standard Conditions of Engagement and Client's Representative/Employer's Representative as referred to in the Public Works Contracts.

6.7 CLIENT PROGRAMME

The Consultant provide a programme once the contract has been awarded. The programme durations are set out in the Tender & Schedule.

6.8 MEETINGS

Meetings will generally be held on Microsoft Teams and onsite if requested. On site meetings will be required if issues arise from time to time to make decisions. The Consultant shall allow the following for the following on site meetings in the tender:

- Preliminary Stage – 1 visit
- Design Stage – 3 visits

7 GENERAL

7.1 EMPLOYER SUPPLIED DOCUMENTS

The following documentation will be made available to the successful consultant:

MAPPING

- Electronic Ordnance Survey Data under licence
 - Mapping – 1:1000, 1:2,500, 1:50,000, 1:250,000, 1:10,560, DTM/Contour data
 - Ortho-photography (1:10,000 scale on 1:2,500 Mapping Tiles)

8 TENDER ASSESSMENT (REFER TO INSTRUCTIONS TO TENDERERS FOR ADDITIONAL REQUIREMENTS).

The Employer proposes to appoint the Candidate whose tender is assessed as the Most Economically Advantageous Tender proposal in **price** subject to verification of tender and insurances. The price score will be determined by taking the following steps:

- (i) Cork County Council will apply the Tenderer's tendered hourly rates to the notional hours set out below, leading to a notional figure for time charges.
- (ii) The fixed price lump sum fee for carrying out the Services in the Consultant's Brief, will be added to the price calculated under the notional hours.
- (iii) The total figure thus obtained will be the overall notional tender price for the purposes of assessment.

TENDER ASSESSMENT- NOTIONAL PRICE			
Item	Quantity	Rate	Amount
Lump sum Fixed price	1		
Project Director	10		
Project Manager	10		
Project Engineer	15		
Technician	15		
Total Notional Cost Tender			

The Tenderer with the lowest overall notional tender price following the assessment and will be awarded 100 marks and will be deemed the Most Economical Advantageous Tender Price. Other Tenderers will be awarded a mark for their tender as follows rounded to 1 decimal place.

$$\text{Price marks for Tenderer} = A \times (1 - (0.5 \times [(B - C)/C]))$$

Where:

A = Total marks available for price=100marks

B = Tender price of Tenderer

C = Lowest eligible tender price

A Fixed Price for Stages (i) to (iii) tender proposal is required in accordance with the Department of Finance's Government Standard Conditions of Engagement for Construction Consultants. **This should include, and detail separately in the spread sheet provided.**

All amounts and values referred to are VAT exclusive. All expenses shall be included in the tender amounts.

The Consultant shall enter rates for personnel as listed in the Tender & Schedule

Tenders shall return the following documents:

- Tender & Schedule
- Detailed spread sheet attached.