



Architects & Assigned Certifier Services Project Brief & Description of Services

For

11no. social housing units across 5no. sites; 24 Thomas Davis St, 12 Gerald Griffin St, Straw Hall, Ballycureen Traveller Accommodation Scheme and 8 Bramble Cottages, in Cork City.

Consultant Requirements:

1. Architect (Design Team Leader), responsibilities as described in role.
2. Assigned Certifier

Scope of Services:

Consultancy Services (Stages iic, iii, iv and v) taking over from Cork City Council Architect's Department who, with the assistance of external consultant engineer led team and consultant QS, have completed Stage (i) Feasibility and Stage (ii)a and (ii)b Design to Part 8.

With the exception of; Ballycureen which will be from (ii)c Detailed Design and Tender Package to (Stage iii) Tender Action, Evaluation & Award **only**.

Also, Part 8 has not yet been published for Ballycureen and 8 Bramble cottages however, the Part 8 process will be completed by Cork City Council prior to handover to consultant Architect.

Note: Detailed Design is 80% complete for 24 Thomas Davis Street.

Workstage Requirements;

- (ii)c Detailed Design and Tender Package
- (iii) Tender Action, Evaluation & Award
- (iv) Construction (Except for Ballycureen TAU)
- (v) Handover, including defects Liability Period (Except for Ballycureen TA)

Project Name:	11no. Infill Social Housing units across 5no. sites; 24 Thomas Davis St, 12 Gerald Griffin St, Straw Hall, Ballycurreen TA scheme & 8 Bramble Cottages in Cork City	
Project Number:	2026.011	
Location:	..\7.1.1 Arch services procurement	
Revision:	A	04-09-2026

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1.0 Project Information

1.1 Project Title:

11no. social housing units and associated site works across 5no. sites; 24 Thomas Davis St, 12 Gerald Griffin St, Straw Hall, Ballycureen Traveller accommodation scheme and 8 Bramble Cottages, in Cork City. The sites at 24 Thomas Davis St, 12 Gerald Griffin St and Straw Hall are all located within the Blackpool Architectural Conservation Area.

1.2 Project Description:

The objectives of each site differ but the overall objective is to provide a high quality, high density residential development in compliance with all statutory and Department requirements. The projects are described as follows:

A – 24 Thomas Davis St.

Located within the Blackpool Architectural Conservation Area, no. 24 Thomas Davis Street is a terraced, two-storey house, incorporating the entrance to the former Slattery's Lane. Externally it has a pitched, asbestos-slatted roof timber sash windows and a panelled door. It has been unoccupied for some time and in a very poor state of repaired.

The proposal is to demolish the derelict dwelling and redevelop the site to provide 2no. housing units, a 1-bed apartment at ground floor level with a 2-bed Maisonette over, both units have own door access directly form Thomas Davis Street. The proposed design is modern but sympathetic to its historic setting. Detailed Design is 80% complete. Please note that the project requires the demolition of the existing dwelling prior to commencement of the construction of the new apartments.

B - Gerald Griffin St.

12 Gerald Griffin Street is a brownfield site located within the Blackpool Architectural Conservation Area. The site was previously occupied by an end-of-terrace two-bay three-storey house, built c.1850. which had been listed on the NIAH (National Inventory of Architectural Heritage). The building which suffered extensive fire damage and was later demolished due to concerns regarding health and safety.

The proposal seeks to reinstate the façade of No. 12 Gerald Griffin St, which mirrored that of the adjoining No. 13 Gerald Griffin Street. The new 3-storey mid terrace building will accommodate 2no. housing units, a 1-bed apartment at ground floor level with a 2-bed Maisonette over, both units have own door access directly form Gerald Griffin Street.

C - Straw Hall

Formerly home to Sunnyside boxing club, the derelict single storey building is located within the Blackpool Architectural Conservation Area. The City Council are preparing to have the existing building demolished and the site cleared, this will be completed prior to the proposed construction.

The proposal is to return the site to residential use, providing 2 new dwellings, a pair of 2 bed semi-detached houses, 1 no. 2 storey and 1no. 1.5 storey.

D - Ballycureen TA scheme

The 0.91 ha site comprises lands ancillary to Nos. 3 and 4 Ballycureen, an existing pair of semi-detached dwellings dating from the 1950s. Access to the site is provided via the existing access road serving the Hazelwood Grove housing scheme.

The proposal is to retain the existing dwellings and redevelop the associated lands to provide 4no. new single family dwellings with private driveways. The development will be a mix of 2 and 3 bed houses, 1no. 2 storey and 3no. universally accessible bungalows. **The Design Process for this scheme is currently in progress with engagement between the future residents and the Traveller Accommodation Unit of Cork City Council ongoing and likely to be extensive.**

The Part 8 will be published by Cork City Council and thereafter the Part 8 package will be issued to an external architecture team to progress this project, complete a tender package including tender action, with the assistance of our existing consultant team. City Architects Department will undertake contract administration due to our experience in delivering Traveller Accommodation.

E - 8 Bramble Cottages

The site, located on Cushing Place off Popham's Road, near Blackpool was previously occupied by a derelict terraced house which was destroyed by fire and subsequently demolished by Cork City Council.

The proposal is to construct 1no. 2-bed 2-storey end of terrace house as an extension of the terrace currently under construction on an adjacent site (No's 4 to 7 Bramble Cottages). The architectural style, details and materials proposed for the development will need to match the terrace currently under construction.

Pending a completed party wall agreement with a neighbour to the South (No. 36 Cushing Place), the Part 8 will be published by Cork City Council. Thereafter the Part 8 package, along with drawings and specifications for No's 4 to 7 Bramble Cottages (to aid in matching the terrace under construction), will be issued to the architecture team to progress this project to tender action and contract administration with our existing consultants.

1.3 Accommodation Brief

The proposed development consists of 11 units with 4 apartments and 7 houses. This breaks down as follows:

- 2no. 1 Bed units (1 bed apartments)
- 6no. 2 Bed units (2 bed apartments & houses)
- 3 no. 3 Bed units (3 bed houses)

1.4 Budget

The approved DPHLG construction budgets can be provided to tenders on request. However, the construction budget should not be used as a basis for calculating consultancy fees. It is the

tenderer's responsibility to make their own determination as regards to construction budget and fee required to carry out the respective roles

1.5 Services

The existing and proposed utilities drawings for Water, Wastewater, ESB, EIR and public lighting (if applicable) are included in the information Pack. A 'Confirmation of Feasibility' has been received from Uisce Éireann and is included in the information pack.

1.6 Design Approach

The design approach has been completed by the City Architects Department (CCAD). The DHLGH, Area Planners and Conservation Officer are supportive of this design strategy. The successful Tenderer should develop these designs to deliver high quality, exemplar developments. CCAD will liaise with the successful tenderer throughout the project work stages to ensure the design quality is maintained.

Conservation

Three of the five sites, 24 Thomas Davis Street, 12 Gerald Griffin Street and Straw Hall are within Blackpool ACA. This area was the industrial centre of the city in the 19th century, evident by the high concentration of tanneries, distilleries, mills, maltings and breweries that once occupied it.

Jack Coughlan & Associates Conservation Architects, appointed by CCAD as sub consultants to the DJF Consulting Engineers, have undertaken an Architectural Heritage Assessment on 24 Thomas Davis Street (See Project Information - appended to 24 TD St Design Statement)

Infrastructural Constraints

The schemes do not impose any infrastructural constraints. All infrastructure required to service the properties is available. The primary infrastructural constraint is around the road and footpath network in the area, particularly on Straw Hall where footpaths do not exist.

Context

With the exception of 12 Gerald Griffin Street, the proposals embrace a contemporary architectural expression of the existing residential typologies, while respecting and enhancing local distinctiveness and heritage. In contrast, 12 Gerald Griffin Street seeks to reinstate the original façade of No. 12, restoring its relationship with No. 13 and enhancing the historic streetscape.

1.7 Sustainability & Environment

The Cork City Development Plan seeks to deliver a low carbon and climate resilient City through the promotion of energy efficiency and high levels of energy conservation. Buildings are required to achieve Energy Building Standards in line with all current building regulations & standards including Part L - Conservation of Fuel & Energy.

The scheme must also be designed in accordance with and comply with:

- The current building regulations & standards

- DHLGH guidelines including the 'Design Manual for Quality Housing'.
- DHLGH Employers Requirements for Detail Design of Quality Housing,
- DHLGH Sustainable Urban Housing Design Standards for New Apartments
- The requirements of the Cork City Council Development Plan.
- Sustainable Urban Drainage Systems shall be integrated into the landscaping design in accordance with the Greater Dublin Regional Code of Practice for Drainage Works (SuDS). This does not include oversized pipes or attenuation tanks/crates
- Residential Development and Compact Settlements Guidelines.

1.8 Project Programme, Timeline & Delivery

With the exception of Ballycurreen Traveler Accommodation Unit (TAU) project, funding is in place and the demand requires prompt delivery of the units. Therefore, **the projects MUST run concurrently**. It is anticipated that the project delivery programme will be approximately 15-17 Months from the time of appointment of the Architect to Substantial Completion of the Contracts with a further 52 weeks to the end of the defects liability period (except for Ballycurreen TA which is approx. 10 months as the service required is for stages (ii)c and (iii) only). See section 2.3 of this brief for detailed breakdown.

The successful tenderer shall prepare a fully resourced programme for each reflecting specific tasks, activities, and milestones to meet the brief requirements. It should also identify work that is seasonally restricted, such as bat surveys and tree felling; and periods for obtaining licenses. The project programme should be regularly updated at least once a month. A commentary should accompany the programme stating why any slippages or delays have occurred and how the programme will be addressed to meet the programme deadline.

1.9 Surveys, Reports & Investigation Works

Below are details of surveys and reports which have been procured on behalf of Cork City Council and are included in the information pack:

1. Topographical Survey.
2. Utilities Survey including GPR (Ground Penetrating Radar where possible)
3. Site Investigations including bore holes, slit trenches, trial pits etc
4. Architectural Heritage Summary - 24 TD St Only (JCA)
5. Asbestos Survey - 24 TD St & Staw Hall only (OHSS)
6. Invasive Species Survey and Treatment – Ballycurreen TAU only (Flynn Furney)
7. Bat Activity & Emergence Survey & Assess– Ballycurreen TAU only (Abbott Ecology)
8. Tree Survey – Ballycurreen TAU only (Veon)

With regard to Invasive Species, only 1no. known, Schedule 1, Invasive species was identified and this, Spanish bluebell (*Hyacinthoides hispanica*), was on the Ballycurreen site. Burial beneath a sufficient depth of clean cover material (2 metres) to prevent re-emergence is the treatment measure advised in the report.

With regard to the Bat Activity and Emergence Survey, the subject site, at Ballycurreen, was determined to have a relatively low ecological importance for bat species. Potential impacts

of the proposed development on bats and recommended bat mitigation measures are outlined.

With regard to the Tree Survey, at Ballycurreen, the overall impact on the arboricultural assets on the site is moderate and the impacts can be mitigated through the guidance outlined in the Arboricultural Method Statement. It was noted in the survey report that the four mature beech trees in the garden of No. 4 can only be felled outside of the bird nesting season (i.e. outside of 1st March to 31st August).

Prior to the pre-commencement meeting, the consultants shall consider and identify any additional surveys and investigations that may be required. The cost of any additional surveys and investigations which do not form part of this information pack shall be borne by Cork City Council.

CCAD will provide the Consultant with all relevant drawings, reports and surveys in digital format.

2.0 Design Team Services

2.1 Team Structure

The project has been completed through Stages; (i) Feasibility, (ii) a Outline Sketch design and (ii)b Design to Part 8 by Cork City Councils In-house architects with the assistance of an external Consultant Engineer led design team and consultant QS.

From Stage (ii)b Design to Part 8 onwards, the Council will act in the role of the Client only. As Client, CCAD will oversee the project to ensure the project programme and design quality are maintained.

The successful tenderer will be appointed for the following stages:

- **Stage (ii)c** Detailed Design, Tender Package
- **Stage (iii)** Tender Action, Evaluation & Award
- **Stage (iv)** Construction (With the exception of Ballycurreen TAU)
- **Stage (v)** Handover (With the exception of Ballycurreen TAU)

The CCAD Design Team which delivered the project through Stages (i) to (ii)b is as follows:

EXISTING DESIGN TEAM MEMBERS (A) – 24 Thomas Davis St & 12 Gerald Griffin St			
	Discipline	Consultant	Stage
1	Architectural Services (DT Lead)	Cork City Council	Stage (i) -(ii)b
2	Architectural Conservation Services	JCA (24TD St only)	Stage (i)-(v)
3	Quantity Surveying	Deasy Walley	Stage (i)-(v)
4	Civil and Structural Engineer	DJF	Stage (i)-(v)
5	Building Services Engineer	MOMA	Stage (i)-(v)
6	Project Supervisor Design Process	DJF	Stage (i)-(v)
7	Fire Safety Consultant	Michael Carroll	Stage (i)-(v)
8	Disabled Access Consultant	Cork City Council	Stage (i)-(v)
9	Employer's Representative	Cork City Council	Stage (i)-(v)
10	Clerk of Works	Cork City Council	Stage (i)-(v)

EXISTING DESIGN TEAM MEMBERS (B) – Straw Hall, BallycurreenTAU & 8 Bramble			
	Discipline	Consultant	Stage
1	Architectural Services (DT Lead)	Cork City Council	Stage (i) -(ii)b
2	Quantity Surveying	Cuddy QS	Stage (i)-(v)
3	Civil and Structural Engineer	Crocon Engineers Ltd	Stage (i)-(v)
4	Building Services Engineer	Healy Consulting Eng	Stage (i)-(v)
5	Project Supervisor Design Process	Crocon Engineers Ltd	Stage (i)-(v)
6	Employer's Representative	Cork City Council	Stage (i)-(v)
7	Clerk of Works	Cork City Council	Stage (i)-(v)

The successful tender shall provide the following consultancy services:

DESIGN TEAM MEMBERS SUBJECT TO THIS CONSULTANCY BRIEF (B)		
	Discipline	Stage
1	Architectural Services (Design Team Lead & Design Certifier)	Stage (ii)c to (v)
7	Assigned Certifier	Stage (ii)c to (v)
	(With the exception of Ballycurrren TA - stage (ii) c & (iii) only)	

2.2 Contract Management and Roles

The brief is for an Architect-led Design Team where the Architect shall act as Design Team Leader throughout the various Work Stages of the project as outlined in the above tables. The Design Team Leader shall lead the co-ordination of the Design Team for the purposes of communication, information collation and cross-checking of information across the design team. No substitution is permitted without prior sign-off and agreement from Cork City Council.

The Architect (Design Team Leader) shall administer the Conditions of Contract in full, manage the process and identification of delays or compensation events, and implementation of appropriate action in accordance with CWMF to address any issues or other events which may threaten the Project objectives however oversight and contractual decisions shall remain with Cork City Council as Employers Representative.

The Architect (Design Team Leader) shall act as the Design Certifier for the project under the Building Control (Amendment) Regulations 2014.

2.3 Stage Performance Periods

The timelines indicated below are the timelines the consultant will be expected to perform their duties within. The consultant shall ensure that they adequately resource the project to meet these timelines. If the consultant feels they will not meet any required deadline, they shall notify Cork City Council immediately and advise on the mitigation measures in place and the impact on the overall project delivery.

Stage	24 Thomas Davis Street	12 Gerald Griffin Street*	Straw Hall*	Ballycurrren TA*	8 Bramble Cottages
Stage (ii)c Detailed Design and Tender Package * Allowing 6 weeks for DHLGH Stage 3 approval (12 GG St, Straw Hall & Ballycurrren)	7 weeks (Commencing Late October '26)	18 Weeks (Commencing Late October '26)	18 Weeks (Commencing Late October '26)	30 weeks (Commencing Mid December '26)	15 weeks (Commencing Mid December '26)

Stage (iii) - Tender Action, Evaluation & Award Allowing 6 weeks for Stage 4 approval	12 Weeks (Commencing - Mid December '26)	12 Weeks (Commencing Early March '27)	12 Weeks (Commencing Early March '27)	12 Weeks (Commencing Mid July 27 - completion Early October '27)	12 Weeks (Commencing Early April '27)
Stage (iv) – Construction (From Contract Award to Substantial Completion (with the exception of Ballycureen TA)	10 Months (Commencing - Mid March '27)	9 Months (Commencing - Early June April '27)	9 Months (Commencing - Early June April '27)	N/A	9 Months (Commencing - Early July '27)
Stage (v) – Handover From Substantial Completion to the end of the defects liability period DLP (with the exception of Ballycureen TA)	Mid January '28 - DLP until Mid January '29	Early March '28 - DLP until Early March '29	Early March '28 - DLP until Early March '29	N/A	Early April '28 - DLP until Early April '29
Total performance period (including DHLGH approval between stages)	27 Months	29 Months	29 Months	10 Months (Defect liability period N/A)	28 Months

2.4 Consultant Performance

Cork City Council will at regular intervals assess the performance of the Architect as lead consultant, ensuring the project delivery stays on target and is delivered to the required standard.

The lead consultant is required to coordinate with the existing design team consultants. The lead consultant must be suitably qualified and experienced, hold a degree or professional qualification in the discipline and be a registered professional with a professional body such as the RIAI etc.

The lead consultant shall ensure the consultant team are performing to the required professional standard to meet the requirements of the brief within the performance periods.

2.5 Project Execution Plan & Risk Management

The successful consultant shall prepare and keep up to date a Project Execution Plan (PEP). The Risk Management Plan shall examine all risks that could affect the projects. The Risk Management Plan shall be updated on a two-monthly basis.

2.6 Progress Reports

The consultant is required to produce a Progress Report at regular intervals and at the conclusion of each stage and prior to progressing to the next Stage. As part of each Stage Report, the Consultant is required to confirm that the proposal as presented complies in full with the Brief and the relevant requirements of that Stage.

In all cases and for each Stage, the consultant is required, if requested, to meet the Client, explain the design/cost implications (including all relevant issues), tendered/agreed revised programme, provide commentary on any claims raised by the contractor, comment on the adequacy of the materials and workmanship in relation to the agreed proposal.

The consultant shall obtain the Client's written agreement to the proposals as presented before proceeding to the next stage. Such written agreement does not imply any review or verification by the Client or relieve the Design Team of any of its responsibilities.

As part of each Stage Report, the consultant is required to confirm that the proposal as presented complies in full with the Brief and the relevant requirements of that Stage.

Stages (ii)c, (iii) Progress Reports Minimum Requirements

- Monthly reports which shall describe the works undertaken during the period since the previous progress report was submitted.
- Shall clearly and fully detail technical findings, proposals and any problems encountered or foreseen, with associated proposed solutions.
- Provide an updated work programme for the remainder of the stage for the approval of the Client, including critical dates for delivery of information.
- Risk Management Plans, which will identify all significant risks associated with each project.
- Stage Reports, as required, to contain an updated Cost Plan ensuring that all information is captured and is in line with the Clients Requirements.
- Fully complete all parts of the relevant CWMF Forms where required.
- A full evaluation report of the contractor's proposed including marks awarded for each proposed.
- Provide recommendations for proposed contractor's including reasons for rejecting other proposals.

All in line with the EU Public Procurement Directives.

Stages (iv), (v) Progress Reports Minimum Requirements

- Monthly reports with comments in relation to site progress compared to the programme.
- Progress of engineering elements against the current programme, highlighting any possible risk factors in relation to programme.
- Any comments/analysis of change orders relevant to discipline.
- Details of any Site Visits carried out and comments and analysis.
- Final Account Report with Recommendation.
- At completion of the Defects Liability Period, report as necessary (following consultation with all Design team Members) recommending a final payment to the building contractor, detailing any monies that should be withheld and reasons why.

2.7 Software & Document Control

The project may be delivered using Building Information Software (BIM). Where BIM is used, it should be to ISO 19650 and be to BIM Level 2, where there is full collaboration using common file types. The employer shall be granted access to any BIM model produced during the project and a copy of the final BIM model shall be given to the employer at project completion. **BIM is not a specific requirement of this brief, and the project may be delivered using 2D software such as AutoCAD**

All reports, documents and drawings issued to CCAD or any third party on behalf of CCAD must be issued electronically as a PDF file. Drawing files may also be required in DWG format (AutoCAD 2018 DWG).

Electronic drawing and document transfer shall be via 'Autodesk Forma', Cork City Architects Department's online document sharing platform. The tender proposal shall be fully inclusive of all production, PDF compilation, printing, binding, laminating, proof reading and postage charges for all draft and final copies throughout all stages.

The Consultant shall also be required to:

1. Submit one digital PDF copy of all draft reports, documentation and drawings for the Client's review / approval as appropriate. Once this draft documentation has been reviewed / approved by the Client, the Consultant must resubmit this documentation as "Client Approved" as one complete PDF file. Any subsequent changes or amendments to this documentation requested by the Client or other approving authority (e.g. DHLGH) must be incorporated into the documentation and again submitted to the Client as "Final Approved" as one complete PDF file.
2. Provide as many of approved tender documents as required and issue to tenderers for the works contract required during the appointment as Consultant.

2.8 Safety, Health & Welfare

The consultant/ consultant team shall address all issues related to health and safety that may be associated with the design and works and shall perform its duties in accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Project Supervisor Design Process (PSDP) services do not form part of this Brief.

The consultant/ consultant team shall comply with all Cork City Council Health and Safety procedures and documentation where applicable.

2.9 Building Control (Amendment) Regulations 2014

Assigned Certifier Services and Design Certifier Services form part of this Brief.

The Architect may act as assigned certifier or employ a sub-consultant to undertake the role of assigned certifier on their behalf. The Architect/DT Leader is to provide the Design Certifier Services.

The successful tenderer will be required to provide Ancillary Certifier services under the Building Control (Amendment) Regulations 2014. Design Team members will be required to perform their duties as ancillary certifiers in accordance with the Department of the Environment, Community and Local Government's "Code of Practice for Inspecting and Certifying Buildings and Works" (February 2014).

All design team members shall assist the Design Certifier in the performance of their role by designing their respective elements of work(s) in accordance with the applicable requirements of the second schedule to the Building Regulations and arrange to provide sufficient information to the Assigned Certifier to enable them to fulfil their role.

2.10 Meetings

All members of the appointed and existing design team shall attend and engage in fortnightly/monthly (dependent on-stage requirements) progress meetings with the client to ensure the project programme requirements are met. A senior representative from each consultant shall be in attendance for all such meetings.

The Consultant shall attend all public consultations and publicity meetings for the duration of the project as required and assist in any public relations issues arising from the project, and prepare such necessary presentations, etc. as many be required. The Consultant shall allow for attendance at 5 no. such meetings. The tender proposal shall be fully inclusive of all necessary travel and subsistence expenses for the duration of the project.

The consultant shall submit a report two days in advance of the scheduled progress meeting which shall describe the works undertaken during the period since the previous progress report was submitted, and shall clearly and fully detail technical findings, proposals and any problems encountered or foreseen, with associated proposed solutions, and (if necessary) provide an updated work programme for the remainder of the project for the approval of the Client, including critical dates for delivery of information, decisions or other inputs from the

Client. The Design Team shall have regard to the overall programme for the project and advise the Client on how the project shall achieve the target dates for completion throughout all stages of the project.

Meetings	Frequency
Stage (ii)c Design Team & Client Meetings	Fortnightly
Stage (iii) Design Team & Client Meetings	As requested
Stage (iv) Site Meetings	Fortnightly
Design Team & Client Meetings	As required
Stage (v) Site Meetings & Design Team Meetings	As required
Client Meetings	As requested

2.11 Pre-commencement Meeting

The Design Team will be required to attend a Pre-Commencement meeting with Cork City Architects Department (CCAD) to be arranged, in person, in Cork City Hall. The meeting will be held prior to issue of the letter of acceptance and formal appointments. The successful tenderer shall prepare the agenda for the meeting and include the programme for delivery including allocation of resources.

3.0 Architectural Services

Generally, the Consultant Architect Shall:

1. Co-ordinate the overall Design Team for the purposes of communication, information collation and cross checking of information across the design team.
2. Allocate competent and qualified personnel at the appointment, for the duration of the Project and ensure continuity of service between personnel.
3. Attend regular meetings with the Employer and other members of the Design Team as set out in the project brief.
4. Take client instructions and proactively engage with CCAD and any other relevant council departments and external entities such as the DHLGH or utility companies.
5. Observe the implementation of the Clients' sustainability and environmental objectives for the Project. Take full account of the Principles of Conservation and International best practice, where applicable.
6. Participate in value engineering assessments as required, including the preparation and regular updating of a value engineering register.
7. Act as Design & Ancillary Certifier under the Building Control (Amendment) Regulations.
8. The Design Certifier shall submit a Design Certificate to the Assigned Certifier as part of the Commencement Notice.
9. Carry out Duties of Designer under the Health Safety and Welfare at Work (Construction) Regulations 2013.
10. Prepare Design Risk Assessments as required by PSDP.
11. Provide regular reports in line with section 2.6 above.
12. The following services are required for the Contract.

3.1 Architect Stage (ii)a Services – Outline Sketch Design (Not Required)

3.2 Architect Stage (ii)b Services – Design to Part 8 (Not Required)

3.3 Architect Stage (ii)c Services – Detailed Design & Tender Package

1. Take instruction from the Employer before proceeding with this stage.
2. Describe fully the extent of works and prepare tender and contract documents for the selection and appointment of a contractor and the construction of the works on site.
3. Prepare agree and monitor a programme for the Design Team to deliver the tender within the time scales in the schedule.
4. Attend workshop meetings with Client from detailed design stage through to the tender evaluation, as set out in the Project Brief.
5. Chair Design Team Meetings as set out in the Project Brief and co-ordinate the production of tender documentation.

6. Provide information to the other members of the design team for the purpose of designing their part of the works and proactively engage with them in the development of the design and performance specifications.
7. Develop the design from the approved Part 8 in-line with Client's requirements
8. Co-ordinate and cross-check tender documentation to ensure consistency with other members of the design team.
9. Review the Fire Safety Certificate and Disability Access Certificate, (24 Thomas Davis street and 12 Gerald Griffin Street only) and coordinate with the tender package as required.
10. Describe fully the extent of the works, prepare tender and contract documents and produce performance specifications to achieve any environmental requirements in compliance with the requirements of the Building Regulations and Statutory Requirements, and co-ordinate these with the other members of the Design Team.
11. Fully describe the architectural works requirements in terms of materials and workmanship to NBS specification or equivalent standard agreed with CCAD.
12. Fully describe the setting out of all works using ITM coordinate systems where appropriate.
13. The tender package shall include the following drawings (non-exhaustive list) at the relevant scales:
 - Site Drawings & Site Details,
 - General Arrangement Drawings including Plans, Sections and Elevations;
 - Setting Out Drawings to include all internal and external setting out;
 - Landscaping Drawings and Details;
 - Construction Details covering all junctions with clear references to the NBS specification;
 - Detailed design of all junctions, including working with thermal modeler to ensure thermal bridging, mould and condensation analysis results in acceptable designs within and surpassing Part L required thresholds.
 - Window and Door Schedules;
 - Stair Detail Drawings (where applicable),
 - Room data drawings, schedules & internal wall elevations to Kitchens, Utility rooms, Bathroom & shower room/ WC's to include dimensioned fittings, sockets, switches etc;
 - Reflected Ceiling Plans, indicating down stands and beams where applicable, to include setting out of all fittings, smoke alarms and sensors;
 - Floor Finishes Drawings.
14. Provide 3D visualization to develop the design including 3D photo realistic renders. Allow for 2 iterations of the 3D model to facilitate quality design development. The final 3D renders should be included in the tender package.

15. The SUDS proposal for the sites, where applicable, shall be integrated into the design in line with CCAD requirements.
16. Complete all design work prior to tender, to the standard set out in the Capital Works Management Framework. **Note Public works Contracts require the Detail Design to be fully complete within Stage (ii)c.**
17. Co-ordinate with the Design Team the selection of the type of contract and type of procurement to be used in consultation with CCAD.
18. Co-ordinate the submission of a Stage 3 submission, where applicable, to the Department of Housing, Planning and Local Government (DHPLG) before proceeding to tender.
19. The project stage should be noted on all drawings such as 'Stage 3', 'Tender'.
20. Design the works in accordance with current Health & Safety legislation and prepare Design Risk Assessment and Residual Safety Hazard Forms to be given to the PSDP for inclusion in the preliminary Safety and Health Plan and ensure the Principles of Prevention are considered in all aspects of the design.
21. Take on all responsibilities of Design and Ancillary Certifier under the Building Control (Amendment) Regulations and ensure that any necessary ancillary certificates from members of the design team are scheduled and lodged as required.
22. Advise in consultation with the Design Team on the need for any Specialists and any associated cost factors.
23. Update risk management strategy and risk register for incorporation in the tender documents including identified risks, risks transferred to Contractor and retained/managed risks.
24. Advise on required collateral warranties, agreements and the contract bond.

3.4 Architect Stage (iii) Services – Tender Action, Evaluation & Award:

1. Take instruction from the Employer before proceeding with this stage
2. Prepare, in consultation with the Client and other members of the Design team, tender directions, requirements and instructions to tenderers for incorporation in the tender documents and establish specified award criteria under which the tenders will be evaluated.
3. Respond via the Consultant QS to any mid-tender clarifications that may arise.
4. Assist with other members of the Design Team on evaluating the tenders under the specified award criteria if applicable. Assist in and carry out as required all necessary actions relating to the procurement and tender process leading to award of contracts.
5. Engage proactively with the Consultant QS to appraise tenders returned, including: input to cost analysis of the tenders; reconcile recommended tender with project cost check and as appropriate provide recommendations on schedule adjustments in association with other members of the design team to reconcile this tender with the cost check and assist with the preparation of the tender report and contract award recommendation.
6. Compile an evaluation report relating to the technical and financial merits of

Contractor's/ Specialist's submissions if applicable. Identify any conditional issues that require resolution prior to accepting the tender. Provide recommendations to the Client dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget. In consultation with the other consultants, report on tenders to the Client and recommend chosen contractor.

7. In conjunction with the QS, prepare and Issue Report on Tenders with a Recommendation of the proposed contractor. Complete DHLGH standard forms of tender analysis including CWMF P.R. Forms and coordinate all reports required by the DHLGH and prepare responses to their queries.
8. In conjunction with the QS, Issue letters of Intent and Acceptance of tender on behalf of CCAD. In addition, prepare and issue letters to the unsuccessful tenderers.
9. In conjunction with the QS, coordinate checking of contractors' insurances, bond etc. and assemble contract documentation, including detailed schedule of rates, priced bills of quantities, collateral warranties, bond and other related documentation in conjunction with other Design Team members.
10. Co-ordinate the submission of a Stage 4 Submission to the Department of Housing, Planning and Local Government.
11. The project stage should be noted on all drawings such as 'Stage 4', 'Contract' 'Construction'.
12. Hold pre-contract meetings with successful contractor to review any items the contractor may need to provide pre-contract signing.
13. Review proposed contract programme for the Works to ensure it meets the project Brief and CCAD requirements.
14. Organise the contract signing in conjunction with the QS and CCAD, chair the meeting and circulate the meeting minutes.

3.5 Architect Stage (iv) Services - Construction:

1. Take instruction from the Employer before proceeding with this stage.
2. Supervision and all other authorised functions under a contract awarded at Stage (iii).
3. Administer the Conditions of Contract in full, manage the process and identification of delays or compensation events, and implement appropriate action in accordance with CWMF to address any issues or other events which may threaten the Project objectives with ER approval.
4. Chair a pre-start meeting with the contractor and other members of the design team and circulate minutes.
5. Coordinate the appointment of the PSCS and any other specialists/collateral agreements.
6. Coordinate the commencement of construction works on site.
7. Prepare any additional information necessary for the Contractor to enable him to carry out the Works. This may include updates on designs due to queries during tender

process.

8. Advise on and prepare directions, change orders, objections, opinions, assessments, determinations and certificates in accordance with the Contract as required and issue with pre-approval of the ER.
9. Liaise with other members of the design team, in relation to Contractor proposed alternatives / Value Engineering proposals and ensure the works are being executed in accordance with the contract documents with ER approval.
10. Organise, attend and chair, for the duration of the construction of the Works, the relevant fortnightly site meetings with the contractor and the other design team members as set out in the Project Brief in order to monitor that the Works are being executed generally in accordance with the contract and instructions given to the Contractor. Prepare and issue minutes of the site meetings to all stakeholders.
11. Inspect and produce inspection reports on the works according to the inspection plan and the inspection notification framework and carry out all duties of an Ancillary Certifier under the Building Control (Amendment) Regulations.
12. Meet and report to the client with regards to progress, quality and costs, prepare interim reports as required.
13. In the event of cost overruns, in conjunction with the Design Team make changes to achieve necessary savings.
14. Attend additional meetings on site with Contractor's representatives as necessary to ensure successful administration of the project with regard to progress, quality and costs and prepare any interim reports if required.
15. Provide the contractor, well in advance of his/her needs, with all information necessary to construct the work, interpreting and clarifying any contractor queries including co-ordination of other consultants' information within the time limits outlined in the contract.
16. Liaise with other team members to reply to contractor's queries and disputes of any kind including carrying out examination and report on delay/disruption and other claims and making determinations.
17. Co-ordinating and integrating within the overall design of the Works the design of any part of the Works designed by specialist suppliers and/or Contractors.
18. Assist ER in assessing contractor's claims and preparing certificates of Interim Payments to the Contractor under the terms of the Works Contract.
19. Advise on all collateral warranties and agreements from the contractor, where required.
20. Assist other team members in providing up to date cost and progress reports.
21. At appropriate stages issue snag lists to Contractor.
22. At least ten working days prior to anticipated completion of the Works, with the assistance of other consultants, evaluate any outstanding works still to be completed.
23. Prepare and Issue defects/Snag-list to the Contractor prior to Substantial Completion.
24. Prepare the Substantial Completion certificate in accordance with conditions of contract

for issue by ER.

25. Assist with adjudicating 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.

3.6 Architect Stage (v) Services - Handover:

1. Administer the contract and issue the opinion of substantial completion.
2. Prepare and Issue defects/Snag-list to the Contractor and oversee the Contractor's corrective action.
3. Make regular inspections, and respond to occupiers' observations, to identify defects in the works during the Defects Liability period.
4. Issue all information and certification required under the Building Contract and Building Control Amendment Regulations in accordance with the duties of Ancillary Certifier.
5. Provide opinions of compliance under the Building Regulations and the Planning Act, in the Law Society format acceptable for conveyance.
6. Provide information to the PSDP for the Safety File.
7. Liaise with Contractor and client regarding defects at the end of the defects liability period to ensure that defects are addressed.
8. Nine months after substantial completion carry out an inspection and respond to occupiers' observations, to identify defects in the works during the Defects Liability period.
9. Confirmation, on final completion, that all works are complete and conform to the specification and building regulations.
10. Liaise and cooperate with other members of the Employers Design Team in the Preparation of the Final Statement of account.
11. Positively deal with and resource any latent defects for 6 years post completion

4.0 Assigned Certifier Services

4.1 Assigned Certifier Stage (ii)a Services - Outline Sketch Design: (Not required)

4.2 Assigned Certifier Stage (ii)b Services - Design to Part 8: (Not required)

4.3 Assigned Certifier Stage (ii)c Services - Detailed Design & Tender Package

1. Assist the Design Team pre-tender as required.
2. Set out a schedule of ancillary certificates required when signing the Certificates of Compliance upon Completion as set out in the Building Control Amendment Regulations.
3. Prepare a Preliminary Inspection Plan in consultation with the Design Team and Design Certifier and set out testing requirements to be included in the works requirements.

4.4 Assigned Certifier Stage (iii) Services - Tender Action, Evaluation & Award:

1. Assist with other members of the Design Team evaluating the tenders under the specified award criteria, if required.
2. Attend the pre-contract meeting with the successful Contractor.
3. Liaise with the Design Certifier and attain the Design Certificate and co-ordinate any ancillary certificates scheduled in the Commencement Notice.
4. The Assigned Certifier in conjunction with the Design Team shall develop the Preliminary Inspection Plan and the Inspection Notification Framework (INF). Outlining the critical milestones and specific stages of construction that they or other design team professionals must inspect once work begins.
5. Provide all statutory duties of the Assigned Certifier role in accordance with Building Control (Amendment) Regulations 2014.

4.5 Assigned Certifier Stage (iv) Services - Construction

1. Coordinate the Commencement Notice documentation with the Design Team.
2. Complete the Undertaking by Assigned Certifier and submit with the Commencement Notice.
3. Liaise with Building Control and the Contractor to ensure the statutory timelines and requirements are adhered to.
4. Act as the single point of contact with the Building Control Authority.
5. Seek advice from the Building Control Authority in respect of compliance matters relating to the building or works where disputes or differences of opinion arise between parties to the project.
6. Provide all statutory duties of the Assigned Certifier role in accordance with Building Control (Amendment) Regulations 2014.
7. Attend as required for the duration of the construction works the relevant site meetings

as set out in the Project Brief and such additional visits as may be necessary.

8. The Assigned Certifier in conjunction with the Works Contractor and the Design Team shall develop the Inspection Notification Framework out of the final agreed Inspection Plan to monitor critical building stages.
9. Propose and manage a system for ensuring full compliance with all aspects of the Building Regulations, highlighting areas of responsibility and particularly any ambiguous areas in relation to responsibility. If there is a doubt in relation to where the responsibility of a certain element of works lies, the default will be for responsibility to rest with the Consultant.
10. At periodic intervals appropriate to the complexity of construction, as per the BCAR Plan of Inspection, the Assigned Certifier will visit the works to inspect the progress and quality of the works, and to determine that they are being executed in accordance with the contract documents. The Assigned Certifier will maintain and make available to CCAD meticulous records and photographic evidence of each inspection.
11. The Assigned Certifier shall inspect the works and co-ordinate the activities of the Design Certifier and the Ancillary certifiers to meet the requirements of the inspection plan.
12. In general, the Assigned Certifier shall inspect and co-ordinate the inspection by others during construction and shall certify the building works on completion and maintain records of inspection.
13. In consultation with the members of the design team, plan and oversee the implementation of the Inspection Plan during the proposed construction period.
14. Co-ordinate the ancillary certification by members of the design team and other relevant bodies for the Certificate of Compliance on Completion.
15. Identify all design professionals and specialists in conjunction with the builder, from whom certificates are required.
16. Identify all certificates required and obtain them.
17. Co-ordinate and collate all certification of compliance for completion in conjunction with the builder.
18. The Assigned Certifier shall liaise with the Building Control Authority as required.

4.6 Assigned Certifier Stage (v) Services – Handover:

1. Provide all statutory duties of the Assigned Certifier role in accordance with Building Control (Amendment) Regulations 2014.
2. Ensure that all certificates required under the Building Contract, current Building Regulations and Building Control (Amendment) Regulations including ensuring that all necessary ancillary certificates are issued by the Design Team and the Contractor.
3. Certification of works in accordance with duties of Design/Assigned Certifier in accordance with Building Control (Amendment) Regulations 2014 and Code of Practice for Inspecting and Certifying Buildings and Works 2014.
4. Upload the BCAR final submission to the BCMS and liaise with the Building Control as

required.

5. Assist Design Team and in conjunction with the Contractor (in PSCS capacity), as required in preparation and handover a Safety Files for works to the Employer, including collation of structural information, sub-contractor's drawings, as-built drawings.
6. Collate BCAR inspections/reports received from the Main Contractor.
7. Collate Ancillary Certificates for BCAR received from Main Contractor.
8. Submit as required Certificates of Compliance, 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. Respond as required to any request from the Building Control Authority for any additional information or documentation.
10. 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.
11. Maintain records of inspection, for a minimum of 6 years.
12. On termination or relinquishment of this appointment make available to the Employer all certification prepared and inspections carried out