

North Cork DVR

Domestic Violence Refuge

Project Manager Procurement

Description of Services

Development of new Domestic Violence Refuge containing 12nr. individual residential units and associated ancillary support accommodation, at Dromore Drive Road, Mallow Town, Co. Cork.

Required Consultancy Services:
Project Manager

Stage Service (i) to (v) Full Service

September 2026



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1.0 Project Description

1.1 Overview

The **Client, Good Shepherd Cork**, an Approved Housing Body (AHB), is seeking to appoint a Project Management Consultancy team to assist in the delivery of a new Domestic Violence Refuge (DVR) development at Dromore Drive, Mallow, Co. Cork.

The project forms part of the national response to the significant shortage of domestic violence refuge accommodation identified throughout Ireland and specifically within the South-West region. The need for additional refuge provision has been established through a number of national and regional studies, including the Review of the Provision of Accommodation for Victims of Domestic Violence (Tusla, 2022), which identified a requirement for between 38 and 57 additional refuge units across the South-West. The strategic importance of the project has been further reinforced through the designation of Mallow as a Priority Location by Cuan under the Third National Strategy on Domestic, Sexual and Gender-Based Violence.

The proposed development is located on a greenfield site at Dromore Drive, approximately 1.8km south of Mallow Town Centre. The scheme will be designed to provide safe, secure and purpose-built emergency accommodation for women and children experiencing domestic violence while ensuring convenient access to local services, healthcare, education and community supports.

The proposed development will comprise a two-storey Domestic Violence Refuge building containing 12 self-contained residential units / apartments, consisting of a mix of studio, one-bedroom and two-bedroom accommodation designed to meet the varying needs of service users. In addition to the residential accommodation, the development will include communal living and dining facilities, children's play areas, family support spaces, staff and administration facilities, and associated ancillary accommodation.

A key component of the design will be the provision of secure external amenity space in the form of a central landscaped courtyard, providing a safe and therapeutic environment for residents and their children. The overall design should adopt a trauma-informed approach and prioritises safety, privacy, dignity, accessibility, flexibility and child-centred design principles.

The proposed development has been informed by current national policy and best-practice guidance, including the Domestic Violence Refuge Accommodation: Project Brief Design Guidelines (DoHLGH, 2024), A Safe Space: Designing Centres for Domestic Violence (Safe Ireland, 2023) and the Design Manual for Quality Housing, and the Design Standards for Apartments (2025).

Further details relating to the Domestic Violence Refuge brief, Single Approval Process, design development, and associated site information are included within the Additional Information Pack accompanying this Scope document.

1.2 Site Description

The following table summarizes the key information pertaining to the site.

Location	The subject site is located on Dromore Drive Road in Mallow, Co. Cork, approx. 1.8km south of Mallow town centre and 30km to the north of cork City. Refer to Figure 1-1 and Figure 1-2. Site coordinates: 52.125743 , -8.6518461
Ownership	The site is currently in the ownership of Cork County Council
Site Boundaries	The site is bounded to its north by Dromore Drive Road, to the south by a line of trees and shrubs separating the site from a residential development to the south and to the west by Saint Gobnait's Cemetery
Size	The site is approximately 3,500 sqm / 0.35 ha / 0.85 acre

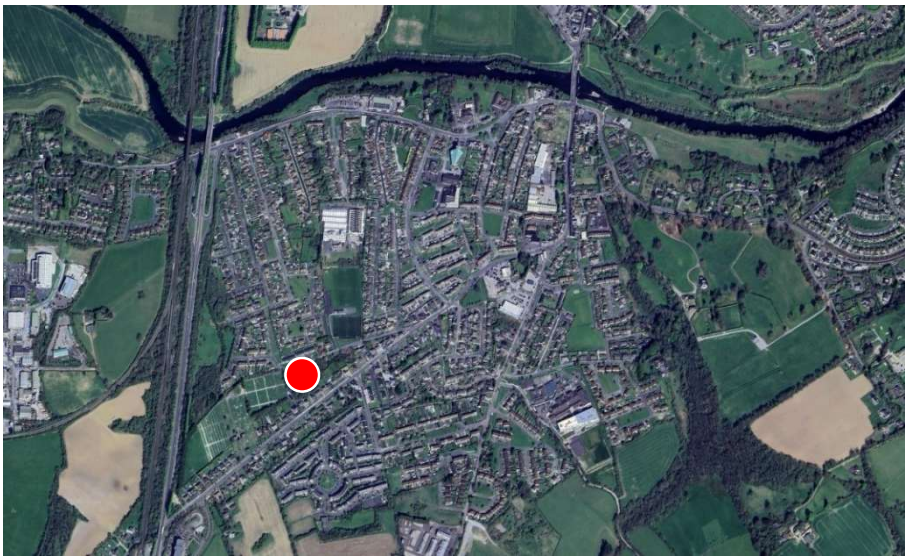


Figure 1-1 Site Location, Google Maps

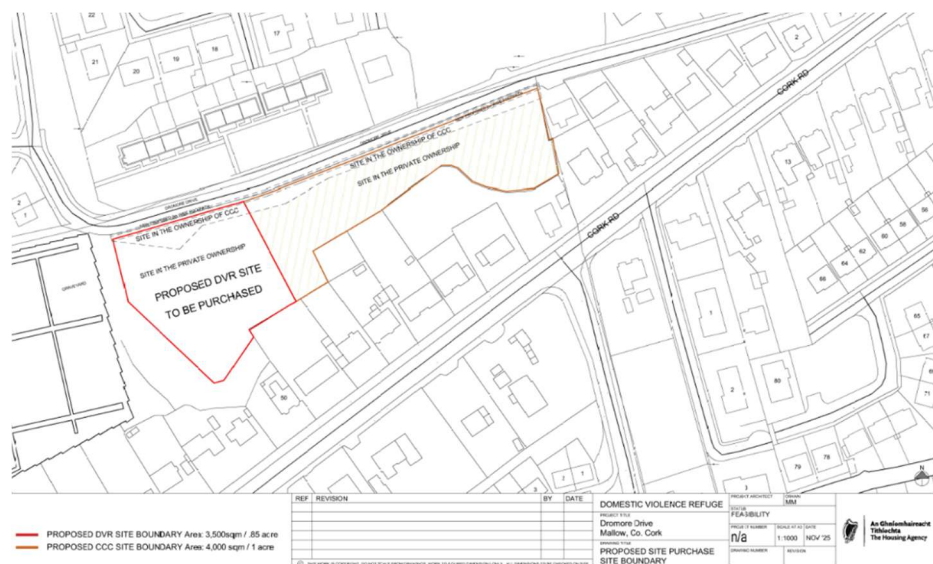


Figure 1-2 Site Location, DVR site boundary outlined in RED

History of use	The site has no known history of development and has been in use as agricultural land
Topography	A relatively flat site with shallow falls, retaining wall (approx1-2m) along northern boundary. No site investigations or surveys have been carried out on the site. The appointed Design Team (DT) will be required to fully scope out all necessary site surveys and geotechnical investigations upon appointment. The PM is required to carry out all of the necessary procurements.
Access	Access available from Dromore Drive (public road), refer to Figure 1-3 to Figure 1-5



Figure 1-3 View from Dromore Drive Road, Google Maps (looking West)



Figure 1-4 View from Dromore Drive Road, Google Maps (looking East)



Figure 1-5 Site. View from Dromore Drive Road, Google Maps (looking South)

Services

Wastewater Services: There is a foul line running along the access road / Dromore Drive Road. see Figure 1-6

Water Services: A 100mm line runs along the access road in front of the site, see Figure 1-7

Gas: There are no gas line in the immediate vicinity of the site, see Figure 1-8.

ESB: OHLs run along the access road and along the boundary line with the adjacent site to the north, see ESB9.

Further site investigations/surveys may be required to determine whether any of the underground services currently onsite may need to be relocated/ diverted.

The availability of all services is to be verified by the appointed Design Team.

A “Pre Connection Enquiry” has been made to UÉ for both wastewater and water connections. Confirmation of Feasibility received on 17 April 2025:

- Water Connection - *Feasible without infrastructure upgrade by Uisce Éireann*
- Wastewater Connection - *Feasible without infrastructure upgrade by Uisce Éireann*

Flooding

No known history of flooding in the area nor is it identified as an area of fluvial or pluvial flooding by the OPW or GSI.

Archaeology

No known archaeological features on the site.

50m to the west lies Saint Gobnait's Cemetery

Existing Buildings

There are no existing buildings on the site.

Protected Structures

There are no Protected Structures located on the site.

Mallow DVR Foul Sewer



Figure 1-6 Uisce Éireann wastewater services, Uisce Éireann

Mallow DVR Watermain



Figure 1-7 Uisce Éireann water services, Uisce Éireann

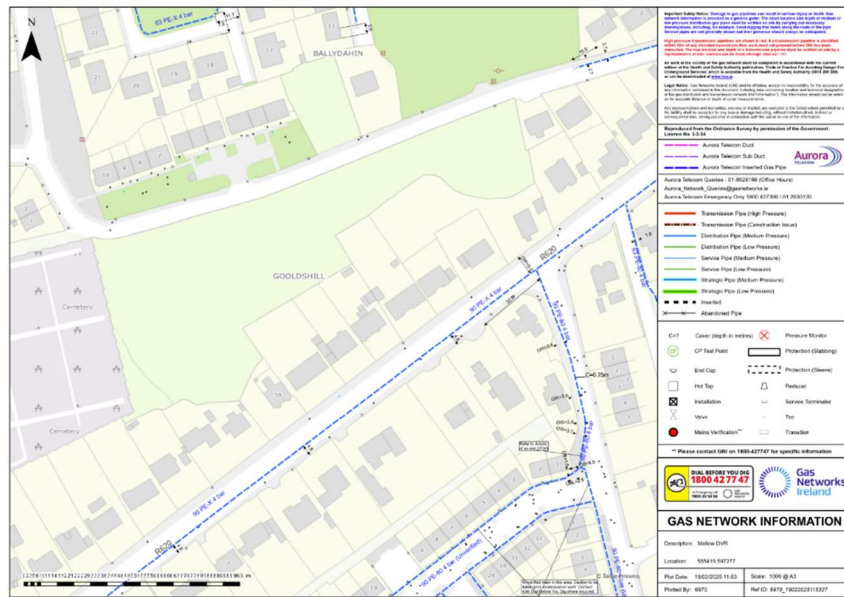


Figure 1-8 Gas Networks Ireland services, GNI

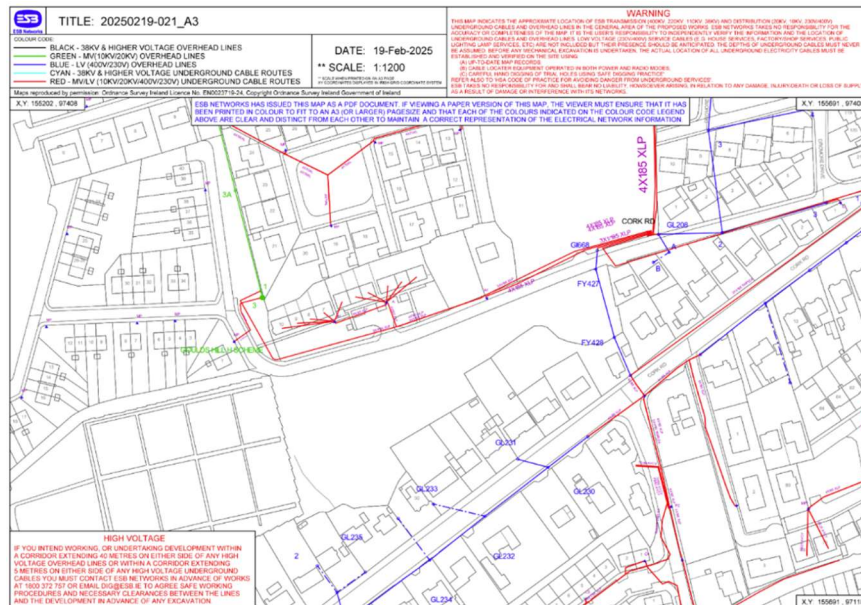


Figure 1-9 ESB services

1.3 ESB Data and Surveys

The existing information and survey data that is currently available is listed in Table 1-1. It is expected that further investigations will be required to properly inform the design, a number of these that may be required have been identified in Table 1-1. Tenderers are to note that this is a non-exhaustive list. The Employer will require the Design Team to identify and fully scope the required surveys and investigations, and the PM is required to carry out the full procurement process on e-tenders on behalf of the Employer. All procurements must be done in accordance with the public procurement guidelines and CWMF.

Table 1-1 Surveys and Data

	<i>Available</i>	<i>Required</i>	<i>Include in Tender price*</i>
<i>Topographical Survey</i>	☐	☒	No
<i>Geomatic Survey</i>	☐	☐	No
<i>Building Condition Survey</i>	☐	☐	No
<i>Structural Survey</i>	☐	☐	No
<i>Flood Risk Assessment</i>	☐	☒	No
<i>Historic Building Report</i>	☐	☐	No
<i>Asbestos Survey</i>	☐	☐	No
<i>Road Safety Audit</i>	☐	☒	No
<i>Traffic Related Surveys</i>	☐	☒	No
<i>Archaeological Survey</i>	☐	☒	No
<i>Arborist's Survey</i>	☐	☒	No
<i>Geotechnical Survey incl. WAC testing, bore holes, soil testing, etc.</i>	☐	☒	No
<i>GPR Survey and associated site prep</i>	☐	☒	No
<i>Invasive Species</i>	☐	☒	No

* Where survey/investigation is required, tenderers are to include total cost of this survey/investigation as part of their tender price. This is non-exhaustive list. While it is anticipated that a site specific flood risk assessment or archaeological survey will not be required, the appointed design team will need to assess and confirm all required surveys. NOTE: Tenderers are to include for the cost of procurement of all surveys and investigations.

1.3.1 Information included in tender

- Circular Housing 01_2026_ **Single Approval Process** for Social Housing Construction Projects up to the value of 200 million, and associated appendices, guidance and reporting templates.
- Preliminary DHLGH agreement following notification of intention to submit planning application (DHLGH **Acknowledgement Letter** attached)
- COF UÉ

1.4 The Brief

The project is to involve the construction of a new 12-unit DVR on a greenfield site; and all associated external works. The brief calls for the construction of a new two-storey DVR building for the provision of safe emergency accommodation for victims of domestic violence. The PM and the design team are required to develop the project from preliminary stage (Stage i) through detailed design, to construction and handover (Stage v). The 12-unit DVR is to be designed to be suitable for Good Shepherd's Cork AHB service users, i.e. women and children escaping domestic violence. Details of particular requirements for the design are to be agreed with Good Shepherd Cork AHB (Client), in consultation with YANA (You.Are.Not.Alone) (domestic violence service provider) and the appointed design team during design workshops and comply with the DVR Design Guidelines. Design process to adhere to the new Single Approval Process requirements.

The appointed PM and Design Team are to carry out the following services and everything therein in accordance with the CWMF and the direct delivery workflows shown in Figure 1-13:

- Review Outcome of DHLGH Acknowledgement letter
- Review of all available documentation, DVR Guidelines, Single Approval Process Guidelines
- Site visit(s), site assessment and design feasibility as required
- Specification and procurement of all required surveys and investigations
- Prepare Agreed number of Design Options for Clients and DHLGH review and approval, all in line with Single Approval Process
- Planning permission and other statutory approvals
- Prepare for Tender/Detailed Design (including all General Arrangement Drawings, All required 1:5 details, Specifications, Schedules. Works Requirements in line with Public Procurement requirements)
- Issue Tender
- Assess Tender Returns Award Contract
- Contract Implementation
- Post Completion Review

1.4.1 Employer requirements

- The provision of a purpose-built 12-unit Domestic Violence Refuge (DVR), together with all associated support, administrative and ancillary facilities. The proposed development is intended to maximise the efficient use of the site and provide an appropriate level of refuge accommodation in response to the current and projected demand within the North Cork region, as identified by Cuan, the Domestic, Sexual and Gender-Based Violence Agency.
- The Project Manager and Design Team shall undertake all necessary site investigations, surveys and technical assessments at the earliest opportunity to identify the full scope of works, constraints, risks and associated costs, thereby informing the design development and approval process.
- The project shall include all necessary site development works, external works and services, including utility infrastructure, drainage, hard and soft landscaping, boundary treatments, access arrangements and ancillary site works. The works may include the removal of existing trees and vegetation, excavation, earthworks and localised regrading of the site to facilitate the proposed development.
- The project shall be progressed in accordance with the Department of Housing, Local Government and Heritage Single Approval Process and all associated requirements, procedures and reporting obligations.
- The Project Manager and Design Team shall engage proactively and in a timely manner with the Department of Housing, Local Government and Heritage Architectural Advisor, Cork County Council and other relevant stakeholders throughout the design development process to facilitate early review and feedback and support the efficient progression of the project through the approval process.

1.4.2 Design Objectives

- The goal is to provide a safe space and accessible DVR facility to provide safety and comfort to the residents in line with the requirements of the DHLGH Domestic Violence Refuge Accommodation: Project Brief Design Guidelines and Safe Ireland Safe Places guidelines.
- Achieve a cohesive development, making the best use of existing local services and infrastructure.
- Ensure the new development integrates into the existing surrounding environment.
- The structure to be delivered is to fully consider the needs of the end-users in relation to access and facilities to be provided.
- Achieve high quality private residential units and communal areas.
- Create a trauma-informed, safe and visually attractive development that will provide appropriate accommodation and good quality living environments.
- Ensure the new development is designed in line with the Budget Approval.
- The DVR facility to be delivered is to fully consider the needs of the end-users in relation to access and facilities to be provided. The structure is to be fully serviced with all

necessary facilities, storage and the like incorporated into the works.

- The completed development is to deliver complete, structurally sound, watertight buildings, meeting all operational requirements and standards, including but not limited to space planning, access, thermal efficiency, fireproofing, acoustics, heating, ventilation, plumbing, internal and external lighting, electrical, telecom and security services necessary for the occupation of the development.

Indicative layouts were produced for the purpose of site capacity assessment (Fig.1-10 - 1-12 below)

If required full re-design works are to be carried out to optimise the use of the site and maximise its development potential. The appointed PM and DT will be responsible for feasibility, progressing the scheme from feasibility to developed design, including securing all statutory approvals and approvals from the DHLGH.

It is required that the DT undertake a series of structured design workshops with the Client / AHB and PM to ensure that the proposed design responds appropriately to end-user needs.

Key considerations should include building form and massing, accommodation requirements, spatial hierarchy, landscaping, and the provision and distribution of appropriate facilities in line with the approved budget.



Figure 1-10 Feasibility - Concept Massing

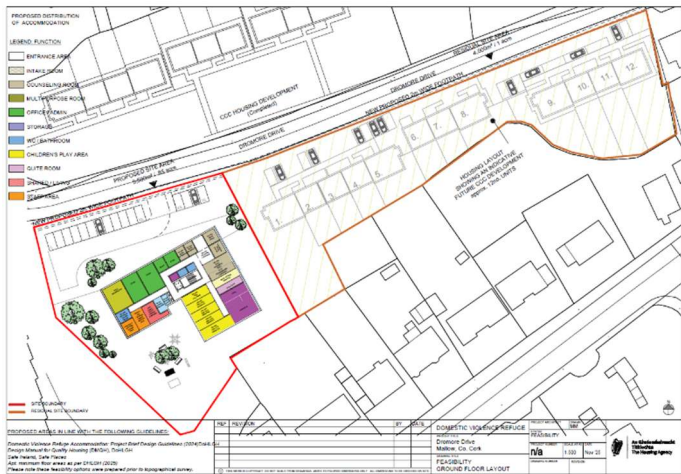


Figure 1-11 Feasibility layout – Ground Floor

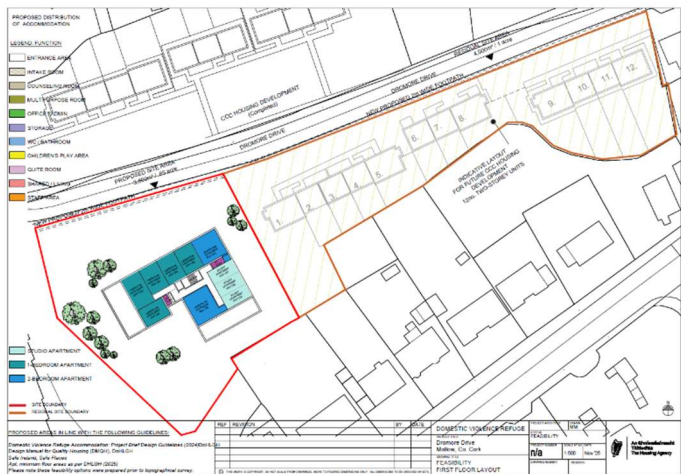


Figure 1-12 Feasibility layout – First Floor

1.4.3 Design Standards

The housing and apartment design layouts and specifications as per the Department of Housing's Design Manual for Quality Housing (Design Manual) and the Employer's Requirements for Detail Design of Quality Housing (Employer's Requirements) for all new build social housing projects being developed by local authorities and approved housing bodies, or an acceptable equivalent standardised design approach which the project sponsor can demonstrate to be equally efficient in terms of overall floor areas and specification.

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

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

The proposed development is to be designed in accordance with the design guidance in:

- DHLGH Domestic Violence Refuge Accommodation: Project Brief Design Guidelines (2024)
- Safe Ireland guidelines on Domestic Violence Refuge Centres (2023)
- Design standards for Apartments (2025)
- Quality Housing for Sustainable Communities (QHfSC)
- Design Manual for Urban Roads and Streets (DMURS) (2019)
- Sustainable Residential Development in Urban Areas (SRDUA) (2009)
- National Planning Framework – Ireland 2040 Our Plan (NPF) (2018)
- Employer's Requirements for Detail Design of Quality Housing (ER) (2019)
- All relevant TII GEO, PAV, DE, SCD and SPW series standard
- Fire Safety in community dwellings house code of practice (TBC)

Note: The overall DVR facility and associated support areas to be in accordance with the targets set out in the DHLGH *Domestic Violence Refuge Accommodation: Project Brief Design Guidelines* and *Safe Ireland Safe Places* guidelines.

The area requirement for the self-contained apartments will be in accordance with the targets set out in the *Sustainable Urban Housing: Design Standards for New Apartments*.

The proposed completed development is **to fully meet all current requirements** of the Building Control Regulations & in accordance with the planning permission once issued by the LA and the Fire Certificate and Disability Access Certificate.

1.4.4 Project specific considerations

Services	Design Team, PM will need to consider: • The condition of all existing main services. • Uisce Éireann connections. • Any new connections required to services (eircom, broadband etc)
Socio-Economic Assessment	N/A
Demolition	N/A
Flood Risk Assessment	The appointed design team should determine the need for a site-specific flood risk assessment. PM to manage all procurements as necessary.
Archaeological Assessment	The appointed design team should determine the need for a site-specific archaeological assessment. PM to manage all procurements as necessary.
Arborist	The appointed design team should determine the need for an arborist assessment. PM to manage all procurements as necessary.
Existing Residents	PM responsible for residents / public consultations as required

1.4.5 Capital Assistance Scheme Funding and the Single Approval Process for Social Housing Projects.

It is intended that the project will be funded by the Department of Housing Local Government and Heritage via the Capital Assistance Scheme (CAS). The project will follow the delivery stages set out in the Capital Works Management Framework, however, it will use the new Single Approval Process for social housing projects up to the value of €200million.

Tenderers should be fully familiar with the process and the contents of Circular 01/2026 and associated Guidance Notes and reporting templates, see Table 1-2 for reporting templates pertaining to social housing. A flow chart indicating the process is included in Figure 1-13.

The Single Approval Process replaces the traditional 4-Stage approval process and is specific to social housing. The process follows the typical stages outlined in the *Standard Conditions of Engagement for Consultancy Services*. It includes various mandatory notifications that must be submitted to the DHLGH throughout the project life cycle, as well the potential additional engagement with the Department, under certain circumstances, such as where there are

significant site constraints or where the site necessitates the use of unit layouts outside of the Design Manual for Quality Housing.

- Template reporting documents, including a standardised risk register, are provided by the DHLGH and should be used for the duration of the project. These are intended to be live documents for use throughout the project lifecycle and should be updated at the various reporting stages.
- For clarity, social housing providers are still required to continue to follow the Capital Works Management Framework (CWMF), which is designed to provide greater cost certainty at contract award stage, better value for money at all stages during project delivery and a more efficient delivery of projects

Table 1-2 Single Approval Process – Reporting Templates

Report Type	Documents
Reporting	• Notification of Intention to Conduct Feasibility • Pre-Tender Notification • Post-Tender Notification of Intention to Award Contract • Notification of Award of Contract • Project Review Request Form • Business Case and Reporting Template • Social Housing Risk Register Template
Budget and Cost Reporting	• BC1 Budge Confirmation Form Direct Delivery • CC1 Social Housing Capital Works (Cost and Carbon Reporting Template)

1.4.6 The current project status

Cork County Council identified the site as a potential site for a new Domestic Violence Refuge for Women and Children.

The HA have subsequently examined the capacity of the site to determine if the site would meet the minimum standards as set out by DoHLGH *Domestic Violence Refuge Accommodation: Project Brief Design Guidelines* (March 2024) and also a document by Safe Ireland, called *A Safe Space, Designing Centers for Domestic Violence*.

An initial business case was prepared by the Housing Agency (HA) on behalf of the AHB. The study concluded that the site at Dromore Drive, Mallow, Co. Cork appears to be suitable and capable of meeting the minimum standards as set out in the DVR Guidelines.

The initial feasibility for the site envisages a two-storey building, with the ground floor incorporating shared areas, office spaces, therapy rooms, children's play areas, storage and residential accommodation located on the first floor.

Proposed Indicative Schedule of Accommodation:

- Studio: 5 units
- 1-bedroom apartment: 5 units

- 2-bedroom apartments: 2 units

Discussions have been held with CCC Planning Department, who indicated support in principle for the project. *Notification of Intention to Conduct Feasibility* for this DVR development (Appendix A of the New Single Approval Process) has been prepared and submitted by the Local Authority (Cork County Council) on behalf of the Client (Good Shepherd Cork AHB) to the DHLGH in May 2026. DHLGH Confirmation / Acknowledgement Letter received on 26th May 2026. Attached for Reference.

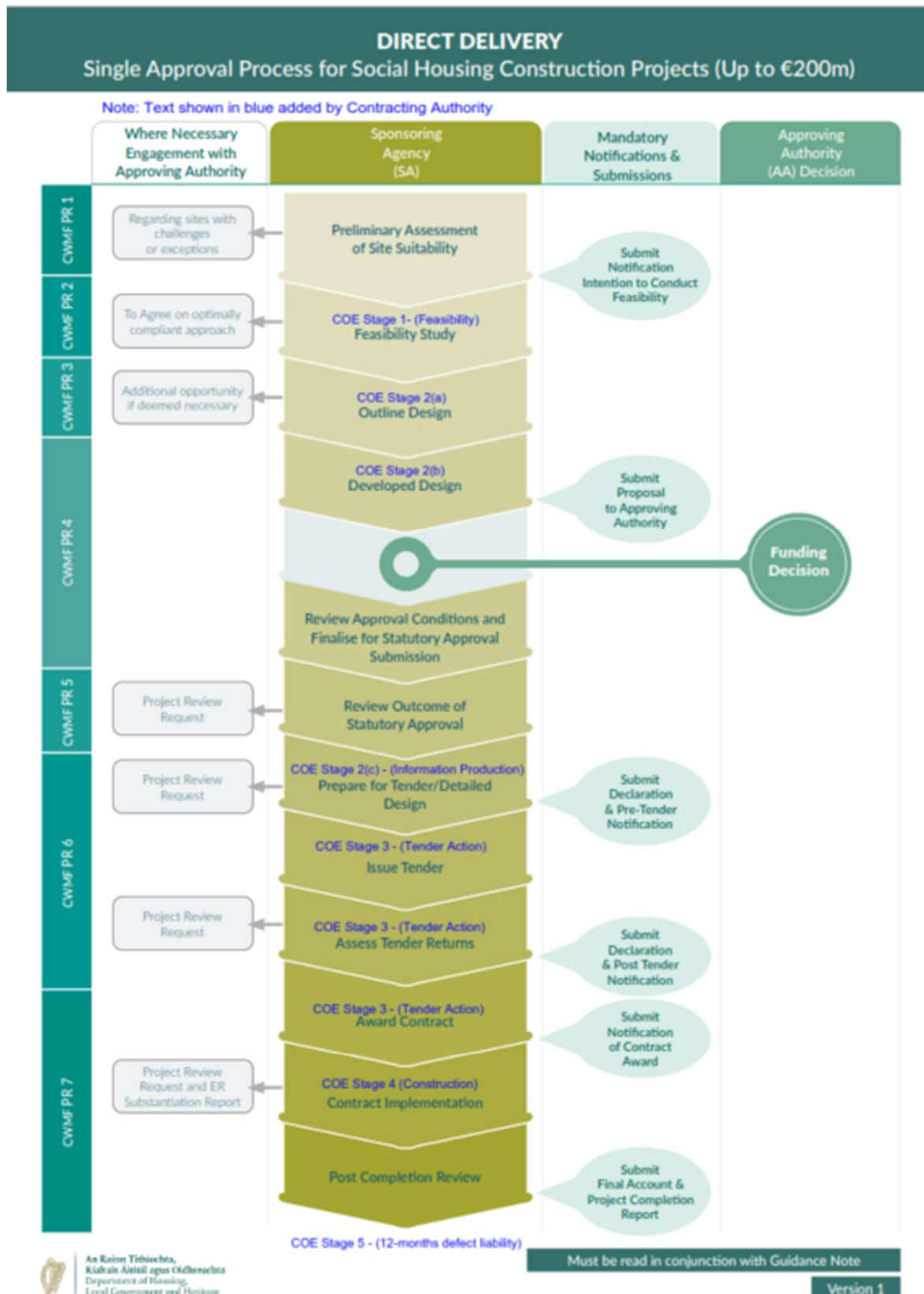


Figure 1-13 Single Approval Process for Social Housing Construction Projects (Up to €200m),
DHLGH



1.5 Form of Contract

The expected form of contract is public works contract PW_CF1. This should be agreed and confirmed by the appointed PM and design team during the detailed design process.

1.6 Budget

All design and specifications to be fully cognisant of and to adhere to Employer's available budget and level of funding approved by Sanctioning Authority. All cost reporting is to be presented in accordance with the latest 'International Construction Measurement Standards' (ICMS).

The appointed PM and design team should note the 1% allowance for art in the project budget.

1.7 Health and Safety

The appointed parties shall be responsible for ensuring full compliance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended, including notification to the Health and Safety Authority (HSA), preparation of Design Risk Assessments and applying the General Principles of Prevention throughout the design process. No risk assessments have been undertaken at this stage.

The appointed parties shall be responsible, in conjunction with the PSCS, with the production of the Handover and Safety Files to the Employer, including collation of mechanical and electrical engineering information, sub-contractor's drawings, as-built drawings. The Safety File should include as minimum:

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

2.0 The Service

2.1 Appointments

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

The project Conditions of Engagement are outlined in the Standard Conditions of Engagement (COE1) and in the Form of Tender (FTS9) documents provided in this tender package.

2.2 PM Appointment

Services required: **Project Manager (PM)**. The required services shall be provided for stages (i) to (v) inclusive, that is from Preliminary Design through to whole stage (v) Handover of Works.

The **PM role** has been stipulated by the DHLGH to be carried out by **a consultant who is independent of the design process** and as such other DT members appointed for the project will not be permitted to carry out the dual role of Project Management and DT Member / Designer.

There is, however, no stipulation to prevent a consultant from tendering for the PM role and also tendering separately for a design consultant role. However, if a tenderer is successful and is appointed for the role of Project Manager, the consultant will automatically be excluded from accepting another design consultant appointment on the proposed scheme.

It is anticipated that the PM role will be carried out by a consultant with previous experience and qualifications in this role.

In particular, the PM will be required to meet the Project Management requirements or equivalent as set down in the Suitability Assessment Questionnaire.

Each appointed consultant will also be required to have in place the insurance cover for the services required for the amounts set out in the tender and schedule document.

2.3 Integrated DT Appointments

It is intended that the Architect-lead integrated DT will be procured separately and appointed by the Client, in line with all CWMF procedures, to progress the project from developing their initial scheme design through to completion (subject to approval(s)).

Note: The tender documents have been prepared on the basis that the Lead Appointed Party will be the Architect. It is acceptable that a suitable professional from another discipline can

perform the role provided they can demonstrate sufficient qualification and experience in leading and managing a multi-disciplinary team for a project of this size and scope.

Integrated DT will include the following disciplines:

- Lead Appointed Party
- Architect
- Structural Engineer
- Civil Engineer – including Traffic Engineering, as required
- Building Services Engineer
- Quantity Surveyor
- Fire Consultant
- DAC Consultant
- PSDP
- BIM Consultant
- Design and Assigned Certifiers
- Employers Representative

2.4 Any Additional Required Appointments

It will be the responsibility of the DT to identify any additional required services and disciplines (such as Environmental Consultant, Daylight and Shadow Study Analysis Consultant, Mobility Management Plan Consultant, etc.), scope those required services, prepare tender documents and assist PM with the procurement and all tender assessments.

Costs for the actual surveys will be borne by the Employer.

It will be the responsibility of PM, on behalf of the Employer in managing their E-tenders account, to collate the tender documents, advertise and manage procurement processes in line with CWMF.

PM will be responsible for the coordination and management of all necessary tender documentation, procurement, tender assessments and appointments of any necessary specialists or professional service providers, fit-out specialist, surveys and S.I.

PM will procure such specialist surveys and other investigations as identified by the DT.

The appointed consultants shall also be aware of and take note of the content and intent of Circulars: Housing Circular 32/2019 - New Forms for all Capital Assistance Scheme (CAS) Projects and additional technical and cost guidance for the provision of housing for people with a disability issued 11 October 2019.

2.5 Duration of Service

The Preliminary Programme for the project anticipates a total project duration of approximately 192 weeks from initial issue of letter of appointment to consultants by the Employer to issue of Defects Certificate by the appointed Employer's Representative at the end of the 12-month Defects Period. The Preliminary Programme is based on guidance from the Department of Housing, Local Government and Heritage (DHLGH), with additional time added where appropriate to do so. Please note that this programme is indicative, and no additional payments will be made if this programme is delayed.

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

2.6 Information Management and BIM

2.6.1 BIM Mandate

The Capital Works Management Framework (CWMF) requires the implementation of Building Information Modelling (BIM) on publicly funded capital projects where the project value meets the applicable government thresholds. As this project is publicly funded and meets the financial threshold, the BIM mandate is applicable.

2.6.2 Objectives

The client has the following objectives

- improved project governance;
- better cost certainty;
- enhanced programme certainty;
- reduced design risk prior to construction;
- improved information management, including the use of agreed naming conventions and automated CDE workflows.

2.6.3 Preparation of Information Requirements

The project will require Exchange Information Requirements (EIR) document(s) to be prepared. The client intends to adopt one of the following options in relation to the drafting of the information requirements;

- Assigning to the Design Team Lead's scope
- Assigning to a specialist sub-consultant with the design team

It does not fall under the scope of the appointed PM.

2.7 Project Manager's Scope in relation to BIM

The appointed PM will require knowledge and expertise in BIM workflows, and information production and management in accordance with the ISO 19650 series. The appointed PM will be required to be familiar with the requirements of the EIR(s). Project manager (PM) shall support the integration of BIM/Information management activities within the overall project delivery process.

The Project Manager is not responsible for undertaking the Information Management function but shall maintain sufficient awareness of project BIM requirements to support governance, programme management, procurement activities and client decision-making

The Project Manager shall:

- Maintain awareness of BIM and Information Management activities and ensure relevant information delivery milestones are reflected within the overall project programme.
- Act as a client advisor by coordinating communication between the Client, BIM Consultant and Design Team and supporting informed decision-making in relation to any BIM requirements
- Support procurement activities by ensuring BIM and Information Management requirements, deliverables and milestones are appropriately considered during Design Team and Contractor appointments.
- Maintain working familiarity with the Common Data Environment (CDE), including the ability to access, review and monitor project information relevant to project management activities
- Attend BIM coordination meetings where required;
- Monitor information delivery progress and escalate issues, risks or delays that may affect project governance, programme delivery, budget or client approvals.

The Project Manager shall not be responsible for:

- Undertaking the Information Management function.
- Preparing Exchange Information Requirements (EIRs).
- Preparing BIM Execution Plans (BEPs).
- Preparing MIDPs or TIDPs.
- Administering the CDE.
- Undertaking BIM compliance reviews or ISO 19650 audits.
- Managing model federation, clash detection or technical BIM coordination.

These responsibilities remain with the appointed BIM/Information management consultant to be appointed as part of the integrated design Team.

Refer to the RACI matrix included in

Appendix 1 RACI Matrix (BIM) for responsibility assignment .

2.7.1 Common Data Environment

Project Information will be managed and exchanged via a Common Data Environment. The CDE will be provided by the delivery team(s).

2.8 Lifecycle Analysis

The design team are to consider whole lifecycle cost of the project and advise the client accordingly. The whole life costs require consideration throughout the project. Refer to CWMF Guidance notes on 'The Planning and Control of Capital Costs – GN 2.2' for information.

2.9 Green Procurement

Appointed consultant and their sub-consultants to consider Green Public Procurement Reference to S.I No. 151 of 2011 – EU (Energy Efficient Public Procurement) Regulations 2011. Department of Communication, Climate action and Environment, Green Public Procurement guidance. Circular Economy

The design team is to consider 'The Circular Economy and Miscellaneous Provisions Act 2022' and any subsequent updates. They should take measures to reduce embodied carbon in construction. Refer to the latest public procurement guidance on ways to achieve this.

3.0 Description of Technical Services Required

The following sections should be read in conjunction with the “Direct Delivery Single Approval Detailed Pre-Approval Process Map”, which is included in the Additional Information Pack.

3.1 Service Requirements

- 3.1.1 Take instruction from the Employer.
- 3.1.2 Provide services as outlined in design brief outlined in 2.0.
- 3.1.3 Familiarisation with scheme, including site visits and review of all documentation to date of appointment.
- 3.1.4 Familiarisation with and adherence the requirements of the Capital Assistance Scheme (CAS), the Single Approval Process and the Capital Works Management Framework.
- 3.1.5 PM responsible for monitoring the project programme and informing the Client of progress. DT Lead consultant responsible for preparation of Programme and coordination of all Design Team disciplines to ensure project progresses in a timely manner. The programme shall be cognizant of the obligations of the Safety, Health and Welfare (Construction) Regulations. Note: While it is DT Lead Consultant's responsibility to arrange and manage the Programme, PM should look for opportunities to save time / reduce the programme wherever possible / appropriate.
- 3.1.6 Risk identification and management. PM input in the general Project Risk Register. (Using Single Approval Process document templates)
- 3.1.7 BIM support as per section 2.3
- 3.1.8 The Lead Designer shall be responsible for the coordination of all design activities, the specification and scope of all required surveys and investigations, the preparation of drawings and supporting documentation, the planning application process, and the development of the complete, detailed Works Requirements package. The PM shall be responsible for all procurement actions, appointments, submissions, and overall project administration on behalf of the Employer.
- 3.1.9 Carry out all works in accordance with procedures as set out in the Capital Works Management Framework documents as set out by Department of Public Expenditure and Reform website [constructionprocurement.gov.ie](https://www.constructionprocurement.gov.ie)
- 3.1.10 Attend Design Team meetings as necessary, *fortnightly at a minimum*. Lead Consultant to chair and prepare minutes and ensure progress on actions. Interim design workshops and collaboration as required in order to develop the design.

- 3.1.11 Ongoing communication with the Employer and any appointed person/s with responsibility for this development. As a minimum, the Lead Consultant and Cost Consultant to meet with the Employer monthly to provide reports on progress and cost. Note that all cost reporting is to be presented in accordance with the latest 'International Construction Measurement Standards' (ICMS).
- 3.1.12 Assist Employer as required with communication, documentation and submittals to Local Authority, Sponsoring Agency, and Department of Housing Sanctioning Authority during the project, including in relation to mandatory and additional engagements with the DHLGH in relation to the Single Approval Process. (Refer to 1.4
- 3.1.13 Communication with relevant Local Authority, stakeholders, public bodies, residents, and utilities regarding all planning issues incl. any parking requirements, conservation, archaeology, fire, health and safety, water, drainage, gas, electricity, communications, traffic, and hydrology.
- 3.1.14 PM, Design Team review of Employer's pre-planning design proposals and amend as necessary for compliance with current Planning and Building Regulations.
- 3.1.15 PM to Review Design Team recommendation as to standards and specifications to be applied in design and construction.
- 3.1.16 Prepare and submit, in conjunction with the Design Team, all applications and required documentation to the relevant Local Authority and/or Building Control Authority on behalf of the Employer, including the preparation and submission of responses to any requests for further information.
- 3.1.17 Manage Public Consultations together with Good Shepherd Cork (Client) and Y.A.N.A. Liaise with residents as required.
- 3.1.18 Continuous cooperation with the PSDP for duration of the project.

3.2 COE Stage (i) Feasibility Study

The advancement of the feasibility study generally corresponds to Item 1.4 in the pre-approval process map.

- 3.2.1 Review the Preliminary Assessment of Site Suitability and desk studies.
[Outputs from items 1.1-1.3 in the pre-approval process map]
- 3.2.2 Conduct own site walk over survey
- 3.2.3 Advancement of all relevant site investigations, surveys and assessments,

development of definitive project brief, exploration and assessment of feasibility study options for the selected site, preliminary cost estimate and selection of preferred option.

- 3.2.4 Development of feasibility study options – generally 2-3 options - to be examined based on the DMfQH principles and standard layouts
- 3.2.5 Provide PM input / advise the Employer of merits of each option and assist in identifying a preferred option.
- 3.2.6 Early engagement with Local authority Planning Department required.
- 3.2.7 Assist DT where required in proceeding to outline design where compliant layout approach applies.
- 3.2.8 Assist the Employer with engagement with Sponsoring Agency where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 3.2.9 Await approval to proceed to outline design where “optimally compliant” approach applies.

3.3 COE Stage (ii) Design

Stage (ii) Design – spans the project timeframe from the option of project review 2 through issue of statutory submission (planning). It is divided into three substages, Stage (ii)a, Stage (ii)b and Stage (ii)c. These are defined as follows:

3.4 COE Sub-Stage (ii a) Outline Design

The outline design stage involves the preparation of the Outline Sketch Scheme and Outline Cost Plan using the preferred option approved/identified from the Feasibility Study.

- 3.4.1 Consult with DT and Advise the Employer of the need to appoint specialist design services such as hydrology, geotechnical. Advise the Employer on the need to engage any additional surveys and investigation services on all aspects of the site and any adjacent features affected by the works. Manage the procurement of surveys in accordance with public procurement rules. All necessary surveys are to be procured in a timely manner in order to meet the programme. All surveys are required to be completed and reported on in advance of the Department submission.
- 3.4.2 Design Team to develop outline sketch scheme using preferred option identified from feasibility study & prepare outline cost plan in line with Employer's Requirements and Building Regulations.
- 3.4.3 Provide all investigative reports to the Employer, advise on outcomes and their

implications for the project and incorporate into the designs.

3.4.4 etc

3.4.5 DT to prepare scheme design sketches, drawings, and other specifications for the developed project scheme, on an iterative basis, incorporating requirements from the Employer, local authority, utilities etc

3.4.6 Building Services Consultant to provide a report outlining the various options (including estimated cost) regarding the thermal and renewable properties of the building elements to achieve the required energy rating.

3.4.7 Assist DT where required with the final Outline Sketch Scheme and Outline Cost Plan for Employer review. Refer DHLGH Single Approval Process requirements PR3 and Fig 1.13 and 1.14 above.

3.5 COE Sub-stage (ii b) Develop Design

3.5.1 PM and DT to await Employer direction before advancing to next stage.

3.5.2 Manage procurement of any/all outstanding surveys, site Investigations/assessments required to complete the design.

3.5.3 Develop detailed designs from all design consultants of the approved scheme design, including drawings and specifications.

3.5.4 Finalise and prepare submission to DHLGH/ Approving Authority PR4, taking into account the DT input, outcomes of all surveys and investigations. In addition to design, the submission should include

- Risk Assessment
- Costs
- Project timeline (programme)
- Results of any surveys and investigations
- Procurement reports

3.5.5 Await DHLGH review and approval before progressing to next step.

Address all Department Approval conditions. Complete Planning Stage Reports. Finalise application and submit to planning authority for statutory approval.

3.6 COE Sub-Stage (ii c) Production Information

- 3.6.1 Monitor programme and progress of the DT in order that design information is ready for tender action / construction. This will include Works Requirements; detailed drawings, specifications, preliminaries document, pricing documents, Preliminary Health and Safety Plans and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer.
- 3.6.2 Coordinate and conduct regular fortnightly meetings with the Employer and DT regarding progress, quality and costs and prepare interim reports on same as required.
- 3.6.3 PM to advise the Client that, if / when Department approval conditions are issued, the Design Team will be required to address all conditions and finalise the design documentation for statutory approval submission.
- 3.6.4 DT to prepare a full set of required statutory approval (planning) documentation including sufficient information from all disciplines. PM Submit the application on behalf of the employer and respond to requests for further information.
- 3.6.5 DT to Incorporate changes arising from the conditions of planning into the design.
- 3.6.6 PM and DT to Prepare design information ready for tender action/construction. This will include drawings, specifications, preliminaries document, pricing documents, Preliminary Health and Safety plans, Preliminary Inspection Plan and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer
- 3.6.7 Advise the client to issue letter to LA advising that tender documents completed and client's intention to tender for Building Contractor.
- 3.6.8 DT Lead and PM to Review detailed designs in coordination with Employer
- 3.6.9 DT Prepare schedules of items to be designed by specialists appointed by the contractor
- 3.6.10 DT Preliminary Inspection Plan and Inspection Notification Framework and prepare schedules of required testing and certificates that will be required to ensure compliance with the Building Regulations and the Building Control (Amendment) Act
- 3.6.11 Where instructed, and agreed in advance by the Employer, the tender documents including drawings and specifications shall provide for a limited number of alternative options so to allow the Employer to make an informed decision regarding cost implications of possible increased scope of works, considering the tendered works and funding approved by the Sanctioning Authority

- 3.6.12 DT to Prepare such final calculations and details relating to the Works as may be required for submission for an independent check by others nominated by the Employer
- 3.6.13 DT to Prepare the final detailed Cost Plan and adjust designs to meet Employer's budgetary constraints. Note that all cost reporting is to be presented in accordance with the latest 'International Construction Measurement Standards' (ICMS). PM to Review costs prepared by QS. Collate cost, programme, and detailed design information for submission to the Employer in advance of tender.
- 3.6.14 DT to Prepare pre-tender estimate, PM to submit to Employer in advance of issue of tender documents
- 3.6.15 Review costs, programme, and detailed designs in coordination with Employer
- 3.7 COE Stage (iii) Tender Action, Evaluation, Award
 - 3.7.1 Take instruction from the Employer prior to going to tender
 - 3.7.2 Assist Employer with procurement of works contractor through eTenders using the CWMF. This includes proposing, setting, agreeing selection criteria to be carried out by PM, Design Team together with Employer
 - 3.7.3 Respond to any queries during tender period in agreement with DT
 - 3.7.4 Manage the tender assessment and prepare tender report advising the Employer as to the relative merits of tenders, prices and estimates received for carrying out the Works.
 - 3.7.5 Prepare all communication documentation for Employer in relation to correspondence with tender participants
 - 3.7.6 Advise client to issue letter to LA with the completed Tender Report stating that a preferred tenderer has been identified and stating intention of client to proceed with appointment of the Building Contractor. Client should ask to be informed if they are not to proceed with appointment of identified Building Contractor.
 - 3.7.7 Hold pre-contract meetings with apparently successful tenderers to verify any items the Contractor may be required to provide prior to contract signing. Review proposed programme for the Works
 - 3.7.8 Co-ordinate formal Contract documents relating to accepting tenders for carrying out the Works or any part of them. Liaise with the Employer and the Contractor designate to organise contract signing.

- 3.7.9 DT to Prepare any additional information necessary for the information of the Contractor to enable him to carry out the Works. This may include updates on designs due to queries during tender process
- 3.7.10 Take instruction from the Employer regarding the award of the tender
- 3.7.11 Prepare formal contract documents relating to accepting tenders for carrying out the Works or any part of them. Liaise with the Employer and the Contractor designate and PSCS to organise contract signing
- 3.7.12 Advise Employer to issue letter of notification to LA, confirming the appointment of a Building Contractor, commencement date of works, substantial completion date etc
- 3.8 **COE Stage (iv) Construction Stage**
 - 3.8.1 Monitor the programme and the progress of the project and report as per Section 3.10
 - 3.8.2 Maintain written records of project development and submit a monthly progress report to the Employer.
 - 3.8.3 Attend regular meetings, typically fortnightly, with the Contractor and the Design Team to review progress and cost control and quality of works. Preparation and issuing of minutes of the meetings. Report to client on the progress programme and cost control.
 - 3.8.4 Employer's Representative responsible for administering the terms of the contract. PM and Design Team to assist as required
 - 3.8.5 Assistance with Irish Water applications for foul sewers and water supply. Assistance with final connection applications for surface water drains.
 - 3.8.6 Assist the Employer's Representative as required in the administration of the terms of the contract.
 - 3.8.7 Liaise with DT QS and Prepare notifications to LA should significant changes occur in terms of cost or programme. Follow on meetings with the LA may be required.
- 3.9 **COE Stage (v) Handover, Certification and Final Account**
 - 3.9.1 Monitor the programme and the progress of the project and report as per Section 3.10
 - 3.9.2 Liaise with DT, Employer regarding post occupancy defects issues. Issue instructions to the Contractor as required

3.10 PM Meetings and Reporting

- 3.10.1 The PM will be responsible for the ongoing engagement with the Employer Good Shepherd Cork AHB, and other stakeholders incl. CCC as required.
- ~~3.10.2~~ PM to supply information required for the purposes of answering of parliamentary questions, councillor's questions, and other formal requests for updates/briefings when required to do so by the LA, Cuan, Dept. Justice, DHLGH, or any other relevant statutory body.
- 3.10.3 PM to provide fortnightly progress reports to Good Shepherd Cork and CCC. PM to attend fortnightly online update meeting with Good Shepherd Cork and CCC DVR liaison officer. Progress reports to be provided at least 48 hours before update meeting. All meetings with the Employer to be minuted by PM.
- 3.10.4 PM to coordinate and conduct regular fortnightly meetings with the Employer and Design Team Lead regarding progress, quality and costs and prepare interim reports on same as required.
- 3.10.5 The PM to coordinate and liaise regularly with the Design Team through the fortnightly DT meetings to ensure programme timelines are achieved. PM to monitor the programme and the progress of the Design Team during all phases of the project and report to Employer through fortnightly meetings.
- 3.10.6 Co-ordinate and conduct regular monthly meetings with the Employer and QS regarding progress, projected final account and costs and prepare interim reports on same as required.
- 3.10.7 PM to liaise with and report monthly to Cuan, as Government State Agency with legislative responsibility to deliver new domestic violence refuges nationally, and the wider stakeholder group. Progress reports to be provided at least 48 hours before update meeting.
- 3.10.8 The PM to maintain written records of project development and submit a monthly progress report to the Employer throughout all Stages of the project through to building completion.
- 3.10.9 Attend the regular Design and Construction Progress site meetings, typically fortnightly, with the Contractor, Employer's Representative, and the DT to review progress and cost control and quality of works.

4.0 Detailed Description of Technical Services – Project Manager Services

4.1 Introduction

- 4.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of PM discipline across all stages
- 4.1.2 The PM will be a part of the Client's team (Good Shepherd Cork) and will assist in the day-to-day management of the design, planning, procurement, and delivery stages of the refuge development, including regular engagement with Y.A.N.A.
- 4.1.3 PM to assist the Employer with the procurement and tender assessment of integrated Design Team (DT) including attending any pre-appointment meetings if required.
- 4.1.4 The PM will be the single point of contact for Good Shepherd Cork team regarding all aspects of the project, working closely with the appointed DT and the AHB at each stage of the project to ensure compliance and the smooth flow of information.
- 4.1.5 All Works to be carried out in accordance with procedures as set out in the Capital Works Management Framework documents as set out by Department of Public Expenditure and Reform website [Constructionprocurement.gov.ie](https://www.constructionprocurement.gov.ie).
- 4.1.6 Coordinate with DT and submit, on behalf of the Employer, the Single Approval Process application.
- 4.1.7 PM to coordinate with DT to carry out all necessary procurement actions on behalf of the Employer including the procurement of works contractor through *eTenders*.
- 4.1.8 PM will be responsible for the coordination and management of all necessary tender documentation, procurement, tender assessments and appointments of any necessary specialists or professional service providers, such as environmental consultant, fit-out specialist. All appointments will need to be made in conjunction with Good Shepherd Cork management and in line with CWMF and procurement policy.
- 4.1.9 PM will be responsible for all procurements on behalf of the Employer. The DT Lead and the DT will be required to assist where necessary e.g. scoping and specification of particular works, S.I, site surveys incl. topographical and GPR, drawings etc.
- 4.1.10 Liaison with the Employer and any appointed person/s with responsibility for the development.
- 4.1.11 Liaison and communication with the Employer and any appointed person/s with responsibility for this development. Note that the Employer, may at its discretion,

appoint a Clerk of Works (CoW) to the project. The COW will not issue instructions to Consultants or Contractors, but the Consultant shall otherwise co-operate with and furnish information to enable them to carry out their role.

- 4.1.12 PM to track any DT recommendations regarding standards and specifications in design and construction and report to Employer.
- 4.1.13 The PM will develop detailed project plans, manage communications with all stakeholders and keep Good Shepherd Cork abreast of project progress, managing any risks and challenges as these arise.
- 4.1.14 Ensure that ongoing Design Risk Assessments are carried out by the appointed designers.
- 4.1.15 Ensure that the General Project Risk Register is prepared and updated by the PM. PM to attend all necessary DT meetings.
- 4.1.16 Procure such specialist surveys and other investigations as identified and defined by the DT. Costs for the actual surveys will be borne by the Employer. PM will be responsible for the coordination and management of all necessary tender documentation, procurement, tender assessments and appointments of any necessary specialists or professional service providers, such as environmental consultant, fit out consultant.
- 4.1.17 Procure and co-ordinate the scoping and specification of internal fit-out of DVR subject to consultation and input from Employer. - as above.
- 4.1.18 PM to be kept informed and updated throughout all submissions processes by the DT to LA etc Provision of all reports, specifications and other documentation to be in hard and soft format. Soft format drawings to be in pdf format. Sufficient hard copies as required by Planning regulations and conditions of contract.
- 4.1.19 PM will be responsible for the administration and management of project documentation, including progress reports to the Employer, project budget reports, project registers and trackers and minutes of meetings. (The PM will not be responsible for managing the building contract which will be the responsibility of the Employer's Representative).
- 4.1.20 PM to identify / monitor / escalate to Good Shepherd Cork in a timely manner any potential / real issues that may impact on the Development's progress.
- 4.1.21 Any other duties relevant to the role that may be assigned by Good Shepherd Cork.
- 4.1.22 All meetings and reporting as per Section 3.10 above

4.2 Stage (i) Preliminary – Outline Proposal

- 4.2.1 Taking Employer's instructions.
- 4.2.2 Visiting the site area and studying data and information relating to the requirements of the Employer and the standards and DHLGH guidelines for such developments.
- 4.2.3 Coordinate with DT and advise Employer of need for additional specialist investigations or services necessary to complete the detailed design.
- 4.2.4 Co-ordinate the engagement/procurement of specialist contractor(s) necessary to complete the detailed design of the works. (PM will be responsible for the coordination and management of all necessary tender documentation, procurement, tender assessments and appointments of any necessary specialists or professional service providers, such as surveyors, environmental consultant, fit-out specialist etc)
- 4.2.5 Attend Design Meetings as required. The PM will liaise regularly with the DT through fortnightly DT meetings to monitor the programme timelines, any design changes, delays etc. in order to report and update the Employer.
- 4.2.6 PM to facilitate DT where possible by providing Employer information and direction wherever needed in a timely fashion in order to avoid Programme delays.
- 4.2.7 Coordinate the preparation of preliminary proposals, detailed progress reports including notification of design changes and budget adjustments.
- 4.2.8 Prepare and regularly update General Project Risk Register in conjunction with DT
- 4.2.9 Decision to Proceed as required by the DHLGH Single Approval Process.
- 4.2.10 Monitor the programme and the progress of the project and report as per Section 3.10

4.3 Stage (ii) Design – Scheme Design

- 4.3.1 Take instruction from the Employer before proceeding with this stage and sub-stages.
- 4.3.2 PM responsible for the procurement of any additional services on the behalf of the Employer.
- 4.3.3 PM to collate coordinate and manage all necessary tender documentation, procurement, tender assessments and appointments of any necessary specialists or professional service providers, such as environmental consultant, and other required

surveys and investigations through collaboration and as identified by the DT. (DT will be responsible for identifying and scoping out, i.e. preparation of Description of Services, for any additional services or surveys). PM responsible for all other tender documentation such as ITT, Conditions of Engagement, Tender and Schedule, etc.

- 4.3.4 Advertise the required Services / Surveys on e-tenders in accordance with CWMF. Monitor, manage and answer any arising enquiries on e-tenders in collaboration with DT.
- 4.3.5 Procure all required surveys in conjunction with the DT members. DT will be responsible for identifying and scoping any such services. These surveys will be paid directly by the Employer.
- 4.3.6 Liaise with DT and advise Employer of need for additional specialist investigations or services necessary to complete the detailed design.
- 4.3.7 Prepare procurement documentation for the engagement of required services in accordance with Capital Works Management Framework.
- 4.3.8 Assist Employer with communication, documentation and submittals to LA, Sponsoring Agency and Department of Housing Sanctioning Authority, Cuan during the project. Coordinate, collate and submit applications as required.
- 4.3.9 PM to prepare and update General Project Risk Register in conjunction with DT.
- 4.3.10 Ensure that ongoing Design Risk Assessments are carried out by the appointed designers. Attend Design Review meetings as required.
- 4.3.11 Monitor the programme and the progress of the project and report as per Section 3.10

4.4 COE Sub-Stage (ii a) Outline Design

- 4.4.1 Refer to Section 3.4
- 4.4.2 Advancement of all relevant site investigations, surveys and assessments, development of definitive project brief, exploration and assessment of feasibility study options for the selected site, preliminary cost estimate and selection of preferred option.
- 4.4.3 DT to Develop Outline Sketch Scheme using preferred Option identified from Feasibility Study & Prepare Outline Cost Plan.
- 4.4.4 DT to Provide advice to Employer on planning and regulation issues such as Energy

Performance of Building Directive, Disability Access Certificates and Fire Safety Certificates

- 4.4.5 DT to Present design concept to Employer board or others as required
- 4.4.6 PM to Review all relevant documentation with Client as required.
- 4.4.7 Monitor the programme and the progress of the DT during the scheme design phase of the project and report to Employer through fortnightly meetings. All meetings with the Employer to be minuted by PM.
- 4.4.8 Attend all necessary DT meetings. Arrange and meet with DT Lead and Housing Dept's Architectural Advisor regarding proposed design.
- 4.4.9 Update General Project Risk Register in conjunction with DT
- 4.4.10 Ensure that ongoing Design Risk Assessments are carried out by the appointed designers.
- 4.4.11 PM to be kept informed and updated throughout all submissions processes by the DT to LA, Building Control Authority, DHLGH.
- 4.4.12 Maintain written records of project development and submit a progress report(s)
- 4.4.13 Monitor the programme and the progress of the project and report as per Section 3.10

4.5 COE Sub-Stage (ii b) Develop Design

- 4.5.1 Refer to Section 3.5
- 4.5.2 Arrange meeting with DT lead and Local Authority Planner as necessary regarding proposed design and adjust designs in accordance with advice
- 4.5.3 Where details are being proposed, designers should demonstrate the design meets the minimum requirements by Thermal Modelling or other means
- 4.5.4 Manage and coordinate the preparation of the Department submission
- 4.5.5 Monitor the programme and the progress of the DT during the scheme design phase of the project and report to Employer through fortnightly meetings. All meetings with the Employer to be minuted by PM.
- 4.5.6 Attend DT meetings where necessary.

- 4.5.7 Monitor and advise the Employer on any major design changes and budget adjustments.
- 4.5.8 Maintain written records of project development and submit a monthly progress report to the Employer.
- 4.5.9 Monitor the programme and the progress of the project and report as per Section 3.10

4.6 COE Sub-Stage (ii c) Production Information

- 4.6.1 Refer to Section 3.6 .
- 4.6.2 Coordinate and conduct regular fortnightly meetings with the Employer and DT Lead regarding progress, quality and costs and prepare interim reports on same as required.
- 4.6.3 Attend DT meetings.
- 4.6.4 Coordinate and conduct regular monthly meetings with the Employer and QS regarding progress and costs and prepare interim reports on same as required.
- 4.6.5 Monitor programme and progress of the DT in order that design information is ready for tender action / construction. This will include Works Requirements; drawings, specifications, preliminaries document, pricing documents, Preliminary Health and Safety Plans and all relevant Procurement Documents for tendering under the Capital Works Management Framework for Works designed by the Employer.
- 4.6.6 Review Works Requirements, costs, programme, and detailed designs in coordination with Employer.
- 4.6.7 Review costs prepared by QS. Collate cost, programme, and detailed design information for submission to the Employer in advance of tender.
- 4.6.8 Answer queries raised by Employer regarding the proposed tender documents.
- 4.6.9 Maintain written records of project development and submit a monthly progress report to the Employer. Complete relevant Stage Report.
- 4.6.10 Update General Project Risk Register in conjunction with DT.
- 4.6.11 Ensure that ongoing Design Risk Assessments are carried out by the appointed designers.

- 4.6.12 Monitor the programme and the progress of the project and report as per Section 3.10
- 4.6.13 Submit on behalf of the Client statutory approval (planning) including any requests for additional information.
- 4.6.14 Review costs prepared by QS. Collate cost, programme, and detailed design information by all disciplines for submission to Employer in advance of tender.
- 4.7 COE Stage (iii) Tender Action, Evaluation, Award
 - 4.7.1 Refer to Section 3.7
 - 4.7.2 Take instruction from the Employer prior to going to tender.
 - 4.7.3 Collate, Coordinate and manage all necessary tender documentation through full collaboration with the integrated Design Team. All tender documents in line with Public Procurement Rules. Tender Pack to include: Works Requirements, All General arrangement drawings, all relevant 1:5 details, specifications, schedules, reports, surveys, etc.
 - 4.7.4 Liaise with DT and respond to any queries during tender period.
 - 4.7.5 Coordinate and manage procurement, tender assessments and appointment of Works Contractor through *eTenders*.
 - 4.7.6 Manage tender assessment through collaboration with the DT and project QS. Advise the Employer as to the relative merits of tenders, submissions and prices received for carrying out the Works, this is to be done in collaboration with project QS and the tender report produced by the QS.
 - 4.7.7 Recommend a Contractor for award of the Works on the basis of the tender assessment and tender report produced by the QS.
 - 4.7.8 PM to prepare and issue all communication documentation on behalf of the Employer in relation to correspondence with tender participants. (i.e. letters to successful / unsuccessful tenderers)
 - 4.7.9 Co-ordinate and chair pre-contract meetings with apparently successful tenderers to review any items the Contractor may be required to provide prior to contract signing. Produce minutes of meeting and action matters arising. Review proposed programme for the Works.
 - 4.7.10 Coordinate and advise on any matters relevant to recommendation and appointment of the Contractor, including identification of possible savings to tendered works to

achieve Employer's budget.

- 4.7.11 Co-ordinate any additional information necessary for the information of the Contractor to enable him to carry out the Works. This may include updates on designs due to queries during tender process.
- 4.7.12 Co-ordinate formal Contract documents relating to accepting tenders for carrying out the Works or any part of them. Liaise with the Employer and the Contractor designate to organise contract signing.
- 4.7.13 Co-ordinate and conduct regular monthly meetings with the Employer and QS regarding progress and costs and prepare interim reports on same as required.
- 4.7.14 Take instruction from the Employer regarding the award of the tender.
- 4.7.15 Monitor the programme and the progress of the project and report as per Section 3.10

4.8 COE Stage (iv) Construction Stage

- 4.8.1 Refer to Section 3.8
- 4.8.2 Take Employers instructions.
- 4.8.3 Provide of detailed progress reports each month including notification of design changes, cost adjustments to contract sum, progress on site, and report on health & safety, quality and standard.
- 4.8.4 Co-ordinate and conduct regular monthly meetings with the Employer and QS regarding progress and costs and prepare interim reports on same as required.
- 4.8.5 Maintain written records of project development and submit a monthly progress report to the Employer.
- 4.8.6 Assist where necessary with the co-ordination of the commencement of construction works on site.
- 4.8.7 Assist the Employer's Representative as required in the administration of the terms of the contract.
- 4.8.8 Maintain written records of project development and submit a monthly progress report to the Employer. Prepare detailed progress reports each month including notification of design changes, costs adjustments to contract sum, progress on site, and report on health & safety, quality, and standard.
- 4.8.9 Attend, for the duration of the construction of the Works, the relevant site meetings

to monitor that the Works are being executed generally in accordance with the contract and instructions given to the Contractor.

- 4.8.10 Assist in the adjudication on any dispute or difference relating to the works which may arise between the Employer and the Contractor. 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.
- 4.8.11 Undertake contract administration duties required by the contract.
- 4.8.12 Assist in the preparation of a defects list in conjunction with DT and CoW for the works and issue to the Contractor prior to Substantial Completion.
- 4.8.13 Monitor the programme and the progress of the project and report as per Section 3.10

4.9 COE Stage (v) Handover, Certification and Final Account

- 4.9.1 Refer to Section 3.8
- 4.9.2 Liaise with Employer regarding post occupancy defects issues. Issue instructions to the Contractor as required.
- 4.9.3 Liaise with DT, Contractor and Employer regarding defects at the end of the defects liability period to ensure that defects are addressed.
- 4.9.4 Assist the PSDP, in conjunction with the Contractor (in PSCS capacity), with the production of the Handover and Safety Files to the Employer, including collation of architectural information, sub-contractor's drawings, as-built drawings, maintenance.
- 4.9.5 Liaise with QS and Employer regarding the Final Account.
- 4.9.6 Monitor the programme and the progress of the project and report as per Section 3.10

5.0 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

‘Construction’ includes the execution of works in connection with buildings and any act or operation necessary for, or related to the construction, extension, alteration, repair, or renewal of a building: and ‘construction’ shall be construed accordingly.

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

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

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

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

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

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

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

Appendix 1 RACI Matrix (BIM)