

Tender and Schedule

for

The Provision of

Civil and Structural Engineering Consultancy Services AND Project Supervisor Design Process (PSDP) Consultancy Services

For

Osmond House, Ship Street, Dublin 8

using the

Standard Conditions of Engagement for Consultancy Services (Technical)

Conditions of Engagement for Consultancy Services (Technical)

Document Reference FTS 9 v1.10

16 September 2024

© 2024 Office of Government Procurement

Published by: Office of Government Procurement

Department of Public Expenditure NDP Delivery and Reform
Government Buildings
Upper Merrion Street
Dublin 2

Tender

To	<i>The Contracting Authority</i>	The Commissioners of Public Works in Ireland
	<i>Address of Contracting Authority</i>	Office of Public Works, 1GQ, George's Quay, Dublin 2, D02 Y098
	<i>For the attention of</i>	Stephen Lawlor
Date:		

Contract	<i>For the provision of</i>	Civil and Structural Engineering Consultancy Services AND Project Supervisor Design Process (PSDP) Consultancy Services
In relation to	<i>Project title</i>	Osmond House, Ship Street, Dublin 8

A Dhaoine Uaisle

We have examined and understand the **Conditions of Engagement for Consultancy Services (Technical)**, the completed Schedules A and B (where appropriate), and any other tender information supplied, all as amended by any supplemental information, for the above contract.

Terms used in this tender that are defined in those documents have the same meaning in this tender. We submit with this tender a detailed breakdown of the tender price (if requested). We offer to provide and complete the Services required on the terms of and in conformity with the documents referred to in the preceding paragraph for:

the lump sum fee of:

insert amount	euro excluding VAT for the Whole Stage - Stage(i),
---------------	--

as adjusted in accordance with the contract.

and/or

an overall percentage fee of:

Not Applicable	% for the N/A
----------------	---------------

together with the rates for Time Charges to be determined in accordance with the provisions of the Invitation to Tender.

The amounts set out in this Form of Tender include for expenses, for any intellectual property rights required and, where the Services include acting as Project Supervisor for the Design Process, Assigned Certifier, or signing of the Design Certificate, any fee for so acting.

[Click or tap here to enter text.](#)

In consideration of your providing us with the contract documents, we agree not to withdraw this offer until the later of:

- 180days after the end of the last day for submission of this Tender
- expiry of at least 21 days written notice to terminate this Tender given by us.

Your acceptance of this Tender within that time will result in the Contract being formed between us.

We agree that you are not bound to accept the lowest or any tender you may receive.

We agree that if any contract formed by acceptance of this Tender is determined to be void, voidable, unenforceable, or ineffective, any damages for which you may be liable will not exceed the amount that would have been payable under Clause 14.29 of the Conditions of Engagement on termination under clause 14.9 of the Conditions.

We agree that if, at the date of the Contract formed by the acceptance of this Tender, we have in place Annual Aggregate Insurance:

- (a) we shall monitor the EU and UK market at no longer than yearly intervals to establish whether
 - (i) the Each and Every Insurance, or (ii) better cover than the cover in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal, can be obtained at the Increased Premium Rates; and
- (b) if the Each and Every Insurance:
 - (i) becomes available to us at the Increased Premium Rates; or
 - (ii) is not available (or not available to us at the Increased Premium Rates) but better cover than the Annual Aggregate Insurance in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal becomes available to us at the Increased Premium Rates,

we shall immediately effect such available cover (subject to having obtained your prior written approval, such approval not to be unreasonably withheld or delayed) and notify you in writing within seven days that we have so effected the cover.

For the purposes of this Tender,

the “**Increased Premium Rates**” means premium rates that do not exceed 125% of the premium rates payable by us for cover on an annual aggregate basis at the time of the applicable annual renewal PROVIDED THAT any difference between (i) premium rates for cover on an annual aggregate basis and (ii) premium rates for the Required Insurance or better cover than the cover in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal (whichever is applicable), is not due to any act, omission, default, claim, notice of claim, negligence or otherwise of or against us;

“**Each and Every Insurance**” means professional indemnity insurance on an each and every claim basis at the level set out in the Schedule; and

“**Annual Aggregate Insurance**” means professional indemnity insurance on an annual aggregate basis at the level set out in the Schedule.

Is sinne, le meas,

Signed on behalf of

Name of Tenderer

*Signature of authorised
person*

In the presence of

Signature of witness

Name of witness

Witness's occupation

Witness's address

OR (If the Tenderer is an individual)

Signed by

Signature of Tenderer

Name of Tenderer

In the presence of

Signature of witness

Name of witness

Witness's occupation

Witness's address

**STANDARD CONDITIONS OF ENGAGEMENT
FOR CONSULTANCY SERVICES (TECHNICAL)
SCHEDULES**

SCHEDULE A: CONTRACT PARTICULARS¹

INTERPRETATION

The Agreement is organised in elements, by individual numbers and line breaks, and titled groups, within each clause. One purpose is to identify clearly which contents go together as part of the same element, especially which qualifications, modifications and exceptions apply to what, and the relationships between elements.

Element numbers provide precise references. They are preceded by clause numbers in larger font except where the reference is in and to the same clause [e.g. '1, 5,6,7' in clause 2.4, but '7' alone in 2.10].

Instead of including 'and' or 'or' where either would cause ambiguity, commas are used between contents of an element, and semi-colons between elements in a sentence (with indenting where convenient for listing them), to show that they apply individually and together as relevant to the subject.

Square brackets are included where useful to identify as such clarifications, explanations, reminders of purposeful implications or of general law, and cross-references, to show that significance is not to be given to their absence elsewhere, or in the case of general law that it is not being changed.

In the Agreement, Schedules, except where the context indicates, words in the singular include the plural and the reverse.

1. APPOINTMENT

1 Client, Consultant, Contact Details

Client	
Name	The Commissioners of Public Works in Ireland
Telephone	
Mobile	
Email	info@opw.ie

Client's Representative	
Name	Sean Moylan
Telephone	
Mobile	
Email	sean.moylan@opw.ie

Consultant	
Name	
Telephone	
Mobile	
Email	

¹ Completed by the Client

	Consultant's Representative
Name	
Telephone	
Mobile	
Email	

2 Project

Osmond House, Ship Street, Dublin 8

7 Whole, parts, of other documents included in the Contract

1. Letter of Acceptance
2. Pricing Schedule
3. Service Requirements

2. PERFORMANCE

12 Consultant has no authority –

to make any Change Order with an extra value above:

€ exclusive of VAT

to make Change Orders in any three month period with a cumulative extra value above:

€ exclusive of VAT

any Change Order causing or contributing to a reduction in safety, quality, usefulness, of the Project.

to waive any of the Client's rights or the Contractor's obligations under a Project construction contract without limitation to notice periods such as those set out in sub-clause 10.3 of the Public Works Contracts (PW-CF1 to PW-CF5).

Civil and Structural Engineering Consultant is not authorised to issue change orders

17 Limit of Liability

The Liability Cap is:

€ / (euro)²

The Liability Cap shall not apply to any claim, loss, damage, cost, expense or liability relating to

- a) death, personal injury or illness;
- b) fraud or fraudulent misrepresentation;
- c) wilful default;
- d) gross negligence;
- e) third party property;
- f) sub-clause 13.26 of this Agreement; or
- g) any liability which the Consultant cannot lawfully exclude or limit.

² If no sum is stated, the applicable amount is €1,500,000 (one million, five hundred thousand euro)

19 Insurance types, terms

COVER	Minimum cover	Permitted deductible each and every occurrence	Period
Annually renewable Professional Indemnity policy, against liability for losses due to professional negligence. The conditions provide for claims for breach of professional duty or civil liability as well as negligence. The jurisdiction in which claims can be lodged and settled includes IRELAND	Each and every claim or series of claims arising out of the same originating cause³ €320,000 OR Per claim and limited in the Annual Aggregate⁴ €420,000	2.0% of gross fee turnover, or €5,000 whichever is greater	From start to completion of the Services; and six years from certified substantial completion of the Project works subject to reasonable adjustment of cover for any exceptional increases in insurance market rates.
Public Liability for death, personal injury [except EL, next type]; loss of, damage to, property; with indemnity to the Client as principal	€ 2,600,000	€ 10,000	From start to completion of the Services.
Employers' Liability for death, injury, to employees	€ 13,000,000	None	From start to completion of the Services.
Insurance of plans, documents	€	None	From start to completion of the Services.

25 Key Team Members

Key Team Members are the members of the Consultant's team that are named in the Consultant's tender submission for the Services and/or named in the Consultant's suitability assessment questionnaire response for the Services, as applicable.

7. COORDINATION

5 Facilities from the Client

None

³ The Each and Every Insurance for the purpose of the Tender

⁴ The Annual Aggregate Insurance for the purpose of the Tender

6 Client's resident staff

None

11 Team Leader

The Consultant is not team leader.

9. PAYMENTS

13 Inflation Adjustment

First Adjustment Date means for any element of the Fee that is

- a) a Lump Sum [by Schedule B only, not by conversion under 9.11,12], the date that is the Base Date;
- b) based on Tendered Time Charges, the date that is the Base Date;
- c) a Lump Sum [by conversion under 9.11,12 only] the date that is the later of:
 - (i) the Base Date; or
 - (ii) the Percentage Fee Conversion Date;
- d) a percentage applied under 9.7,8 the date that is the later of:
 - (i) the Base Date; or
 - (ii) the Percentage Fee Application Date.

Base Date means the date that is the first day of the 25th month falling after the date that is 10 days before the last date of receipt of the Consultant's tender for the Services, or, if there was none, 10 days before the Client received the Consultant's tender for the Services.

Calculated Time Charges means Time Charges that are calculated by the Client in accordance with Section 5.5 (Pricing) of the Instructions to Tenderers for Consultancy Services using a formula to calculate hourly rates and carrying a document reference of ITT-S1a or ITT-S2a, as applicable. Calculated Time Charges shall only apply where ITT-S1a or ITT-S2a was used in the tender for the Contract.

COE Fee Adjustment Factor is the figure for a Relevant Quarter in an Indexation Year published on the [constructionprocurement.gov.ie](https://www.constructionprocurement.gov.ie) [or any successor] website.

Indexation Year means a period of a year with the first Indexation Year being the period starting on the First Adjustment Date and ending on the day before the anniversary of the First Adjustment Date; for each subsequent Indexation Year it shall be the period of a year from the last anniversary of the First Adjustment Date and ending on the day before the next anniversary.

Percentage Fee Application Date means the date upon which the Client applies a Scheduled Percentage for the Total Fee under 9.7,8.

Percentage Fee Conversion Date means the date upon which the Client converts a Scheduled Percentage Total Fee to a Lump Sum Fee under 9.11,12.

Quarter means a period of 3 months ending on 31 March, 30 June, 30 September or 31 December in any calendar year.

Relevant Quarter means the Quarter in which a First Adjustment Date occurs.

Tendered Time Charges means Time Charges tendered by the Consultant in accordance with Section 5 (Pricing) of the Instructions to Tenderers for Consultancy Services using tendered hourly rates and carrying a document reference of ITT-S1b or ITT-S2b, as applicable. Tendered Time Charges shall only apply where ITT-S1b or ITT-S2b was used in the tender for the Contract.

10. DEBTS TO CLIENT

4 Interest

The rate of interest payable on Client's wrongful deduction is per the prompt payment Act p.a⁵.

12. BUDGETARY CONTROL

2 Excess Percentage

'Excess Percentage' means the percentage [if any] in excess of 10% of the tendered amount accepted by the Client for the Project construction by which that amount is above or below the last estimate approved by the Client before giving permission to start Stage (iii).

13. INTELLECTUAL PROPERTY etc

11 Assignment

There is not assignment to the Client instead of a licence.

Document, design or deliverable	
---------------------------------	--

14 Licence

Client may use Consultant's design etc. for –

Individual projects:	
Types of project:	

15 Fees [if any]

The only fees payable by the Client for its rights under this clause are: N/A.

18 Publicity

Consent to publicity is required from the Client.

14. TERMINATION

9 Scheduled termination events

The following are Scheduled termination events:

1. Where the Contract is subject to Statutory Instrument 284 of 2016 European Union (Award of Public Authority Contracts) Regulations 2016 or Statutory Instrument 286 of 2016 European Union (Award of Contracts by Utility Undertakings) Regulations 2016 and:
 - (i) the Consultant has, at the time of Contract award, been in one of the situations referred to in Article 57(1) of SI 284 of 2016 and, in the opinion of the Employer, should therefore have been excluded from the procurement procedure; or
 - (ii) the Contract should not have been awarded to the Consultant in view of a serious infringement of the obligations under the Treaties and Directives 2014/24/EU or Directive 2014/25/EU that has been declared by the Court of Justice of the European Union in a procedure pursuant to Article 258 of the Treaty on the Functioning of the European Union; or
 - (iii) in the opinion of the Employer, the Contract has been subject to a substantial modification which would have required a new procurement procedure pursuant to Regulation 72 of SI 284 of 2016 or Regulation 97 of SI 286 of 2016; or
 - (iv) the Consultant (or its or sub consultant(s), if any) falls within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine or any subsequent amendments to same).

⁵ If no rate of interest is specified, the European Central Bank main refinancing rate ('ECB') plus eight percentage points (ECB+8%) shall apply.

2. Any breach of clause 2.22,23 Corrupt Gifts or the commission of any offence by the Consultant, any subcontractor, agent or employee under the Criminal Justice (Corruption Offences) Act 2018. [Without affecting its other rights], the Client shall be entitled to recover from the Consultant the amount or value of any gift, consideration or commission.

In this Form of Tender and Schedule, the reference to “Treaties” means the Treaty on European Union, the Treaty on the Functioning of the European Union, the Treaty establishing the European Atomic Energy Community and the Charter of Fundamental Rights of the European Union.

30 Payment where Client terminates at will

Where the Client terminates Services at will although the Project is continuing, the Consultant is entitled to 5% of the difference between the Fees payable under clause 14.27 [without any apportionment under 14.28], and the total fee that would, as estimated at termination, have been payable on completion of the Services for the last Stage in or after which the termination occurred.

16. DISPUTES

1 Initial resolution method

As set out in the Conditions of Engagement

4 Nominator

In default of agreement, an arbitrator, conciliator or other for 16.1, will be nominated at the request of either party by the following person[s]: President of Engineers Ireland

In default of agreement an adjudicator, under the Construction Contracts Act 2013, will be appointed at the request of either party by the Chairperson of the Panel of Adjudicators.

5 Rules

The applicable Rules are the following published for use with these Standard Conditions of Engagement:

In the case of Arbitration, the arbitration rules are the Capital Works Management Framework (CWMF) *Arbitration Rules for use with Public Works and Construction Services Contracts (AR1)* published on <http://constructionprocurement.gov.ie/arbitration-rules/> on the date 10 days before the latest date for submission of Tenders for this contract (disregarding any amendments posted on that date).

(Identify the Rules that apply in each other resolution method, or where none any Rules agreed by the parties.)

SCHEDULE B: CONSULTANT'S SERVICES AND FEES

CONSULTANT'S STAGE SERVICES

The Consultant's appointment is for Whole Stage (i) as tabled below.

PSDP SERVICES

Performance of all the duties of Project Supervisor for the Design Process is included in the Services as tabled below [and the Stage Fees].

ASSIGNED CERTIFIER SERVICES

Performance of all the duties of Assigned Certifier under the Building Control (Amendment) Regulations 2014 is not included in the Services [and the Stage Fees].

DESIGN CERTIFICATE SERVICES

The Consultant is not required to sign the Design Certificate in accordance with the Building Control (Amendment) Regulations 2014.

TOTAL FEE [9]

Lump Sum:

STAGE SERVICES

Stage (i)					
	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
STAGE SERVICES	54		100		

STAGE SERVICES

Stage (ii) not applicable	NOT APPLICABLE				
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
Whole Stage	Complete fields for whole Stage OR for Sub-Stages, below.		%		%

Sub-Stage (ii a)					
Sub-Stage (ii b)					
Sub-Stage (ii c)					

STAGE SERVICES

Stage (iii) not applicable		NOT APPLICABLE			
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]

STAGE SERVICES

Stage (iv) not applicable	NOT APPLICABLE				
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]

STAGE SERVICES

Stage (v) not applicable		NOT APPLICABLE			
STAGE SERVICES	Performance Period from permission to start [4.4] (weeks)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]

Stage(i)

Details of Stage Service below to be read in conjunction with the Definitive Project Brief.

All services appropriate to the Stage including:

Liaise with the Architect and other members of the Design Team, any specialists appointed and with the OPW (for the purposes of this document OPW means State/Principal Architect's Office).

Ensure that the Services listed hereunder are fully co-ordinated with the Services provided by other Consultants/Contractors.

Assist the Design Team Leader in the preparation of a detailed programme for the project.

Co-operate with other members of the Project Team in the preparation of a cost plan for the Project based on the overall cost approved by the Employer.

Review all existing surveys, investigations and information available.

Identify the studies, investigations and surveys required to supplement and update the existing data available.

Attend all required meetings (see management services required), report on matters appertaining to the project and provide advice thereon to other consultants and the design team leader as may be necessary/as is required.

Undertake risk assessments.

As part of the assessment of the condition of the existing building the consultant shall carry out a visual inspection on site, carry out all required surveys and inspections and develop a scope of services for opening-up works. The consultant shall procure an opening up works contractor, develop tender documentation, shortlist contractors, issue and assess tenders and recommend an opening up works contractor.

During the opening-up works contract the consultant shall provide on-site management and supervision, attending and advising as required. The consultant shall compile detailed records of the works and interpret the results.

The consultant shall prepare a detailed condition survey and report for submission and review.

The consultant shall develop feasibility options as detailed in the Definitive Project Brief.

EU Level(s), a framework for delivering sustainable buildings will be utilised on the project. The consultant shall have completed training in EU Level(s) and be competent to engage and input into the completion of the assessments in Level 1, Level 2 and Level 3. As part of the Level(s) process the consultant must utilise and co-operate with the use of a Carbon Calculation Tool in feasibility stage such as Oneclick LCA. Model building design and alternative designs in carbon calculation tool at feasibility stage to review the impact of building shape, materials and orientation to identify carbon hotspots. The consultant shall report on Whole Life Carbon (WLC) utilising an agreed assessment tool.

Building Information Modelling (BIM). Develop and prepare, in consultation with the design team and Design Team Leader detailed co-ordinated working drawings and specifications of the building elements. Produce the fully co-ordinated design modelled to the following standards: Level 2 BIM, LOD 350 generally and LOD 400 for any building envelope element or any elements that interface with the building envelope, including structure, building services, etc.

Where the Employer has indicated the possibility of a change to the agreed brief, inform the Employer of the cost and programme implications and obtain the Employer's instructions.

The consultant shall prepare a detailed report with drawings outlining the scope of the opening up works, the tender process, the assessment of the structure, the development of the Revit model, the development of the options, the process of selecting the final option and a detailed analysis and description of the final option.

The consultant shall prepare a Revit Model of the existing building and all options analysed.

Meeting attendance as per management services provided.

Prepare monthly progress reports and submit to Design Team Leader for review.

Where the Employer has indicated the possibility of a change to the agreed brief, inform the Employer of the cost and programme implications and obtain the Employer's instructions.

PSDP SCOPE OF SERVICES FOR ALL STAGES.

All services as appropriate to the stage and all PSDP duties under Part 2 of the Safety Health and Welfare at Work (Construction) Regulations 2013.

Take into account General Principles of Prevention (all work stages).

Take into account any existing safety and health plan or safety file (all work stages)

Organise coordination of Design Team and any Specialist Designers in the preparation of

- Hazard Identification and Safety Appraisals
- Design Risk Assessments
- Risk Registers

All documents to be collated and updated as project progresses through all work stages.

Attendance at Design Team Meetings during all stages which will include a distinct Health and Safety meeting.

PSDP to provide input into the project programme as required (all work stages).

Preparation of the Preliminary Health and Safety Plan.

Attendance at Site Meetings which will include a distinct Health and Safety meeting.

PSDP to organise and attend meetings with the PSCS before the commencement of the works.

Organise co-ordination of any Temporary Works with Design Team, Contractor, PSCS and any Specialist Designers and /or Temporary Works Designers appointed.

Liaise with any other PSDP appointed to other works which may be occurring adjacent sites.

PROJECT SUPERVISOR FOR THE DESIGN PROCESS SERVICES

Performance period

All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, notwithstanding any inconsistent Contract contents.

While required for these Services [subject to any later appointment, earlier clause 14 Termination, by the Client].

No additional payments

TIME CHARGES

The following Tendered Time Charges apply to suspension [4.21], Client's Changes [clause 11] (unless the Time Charges are Calculated Time Charges, in which case Calculated Time Charges apply)

Grade	€ per hour (exclusive of VAT)
Partner/Director	
Senior Civil and Structural Engineer	

Grade	€ per hour (exclusive of VAT)
Civil and Structural Engineer	
CAD/REVIT Technician	
PSDP	

MANAGEMENT SERVICES

[Included in Stage Services as relevant, and in the Total Fee and Stage Fees]

REPORTING		
Timing	Contents	Method

Within one month after appointment	Initial Report Details of Key Team (minimum qualifications and experience), appointed members, alternatives including commitments, change in commitments (Consultants' project personnel chart and duty allocations to be as per the Consultant's Proposal.)	By post or e-mail to Client's Representative
	Methods for changing a key team member	Client to be informed of proposed change no later than two days after team member ceases involvement. Details of reason for change and curriculum vitae of proposed replacement to be submitted. Consultant to propose alternative names in event of any suggested replacement being unacceptable to client. (Clause 5)
Monthly during Stage (i)	Bar chart to be provided showing key dates Progress Report highlighting all changes from previous contents and including updates on design options and Level(s) assessments. Programme showing planned and actual progress, explaining differences. To be updated no later than three days prior to scheduled review meetings for incorporation in overall report to client Notice to Client, as soon as possible, in the event of any occurrence likely to affect the Safety and Health of the Client's personnel or other third parties or significantly impact on quality or cost of the completed project. Extra updates where necessary for informed consultation, cooperation, alerts and follow up (below)	By post or email to Client's Representative By post or email to Client's Representative By post or email to Client's Representative By post or email to Client's Representative

REPORTING

Timing	Contents	Method
	Reports on any special actions required during suspension [4.14]. For Change Orders instructed by Employer's Representative - List of instructions; statement of cost and impact on use, maintenance and programme For Change Orders instructed by Employers' Representative for Services elements - List of Services related instructions; statement of cost and impact on use, maintenance and programme For all Change Orders proposed for amounts in excess of ER's authority - details of proposal; costs and impact on use, maintenance and programme as soon as possible so that Client can be consulted.	To be incorporated into each report to the Client To be incorporated into each report to the Client By post or e-mail to Client's Representative

TRANSFERS [3]

Timing	Contents	Method
Immediately upon occurrence	Request to assign any Contract benefit / responsibility	By registered post to Client's Representative

COMMUNICATIONS [6]

Timing	Contents	Method
During Stage (i)	All communication to be in the English language Administrative and Technical queries to be addressed to Client's Representative The Consultant shall check all Minutes circulated, implement all required actions noted against his name, clarify any matters that do not accord with his recollection and within two working days of the receipt of Minutes, notify Design Team member/s of any matters requiring amendment	By post or e-mail to the Client's Representative

COORDINATION [7]

Timing	Contents	Method
During Stage (i), at earliest opportunity	Provide all necessary information to other Design Team members and to staff at earliest opportunity .Assess all information received from other members of the Design Team and take into account in achieving required outcome. Resolve conflicts within Design Team.	As appropriate
During Stage (i)	Fortnightly Design Team meetings in person in Dublin Monthly BIM Coordination meetings in person in Dublin Monthly Sustainability/Level(s) Reviews in person in Dublin Quarterly Project Management Meetings in person in Dublin Weekly site meetings during opening up works	As appropriate

COOPERATION [8]

Timing	Contents	Method
During all Stages	Prompt exchange of information. Purposeful meetings Design Options as requested by the Design team leader As many iterations of the BIM Model as is needed to resolve and ensure a fully coordinated design as established by the design team leader	As appropriate

PAYMENTS [9]

Timing	Contents	Method
During all stages	Requests for advance sanction of special disbursements [Clause 9]	Full details of requirement for service to be provided as soon as possible along with proposals for procurement of service, estimate of cost and proposed payment arrangements.

CLIENT'S CHANGES [11]

Timing	Contents	Method
Liaise with client on impact of change	Client to provide a written statement of changes to Service required or being considered. Design Team Leader to liaise with other Design Team members and advise on adjustments to Design Documents Design Team Leader to liaise with other Design Team members concerning result of changes on the individual members input and resultant impact on this Consultant's service. Consultant to advise Client of impact on Consultant's fees.	As appropriate

TERMINATION [14]

Timing	Contents	Method
As necessary	Assign benefits of sub-consultancy/engagement of site staff	Provide Client with full details of the parties including terms of contract/employment, schedule of services complete and payments made. Provide a detailed report on the outstanding elements of the Consultant's service and hand over its documents relating to the project.

ALERTS, FOLLOW UP

Timing	Contents	Method
Conflict of Interest [2.29]	Details of Conflict of Interest- Full details of the conflict of interest or potential conflict of interest together with any further information which the Client may require [including any steps proposed to manage the conflict or potential conflict].	[Client to insert details of how it wishes to be informed of the conflict]
As required	Client's information, access, assistance (Clause 7	By written report
