



**Invitation to Tender for Project Management (PM)
Led Integrated Multi-Disciplinary
Design Team Consultancy Services for the
Provision of Infrastructure Delivery
(Road Infrastructure & Services)
at IDA Lands located at Haynestown & Killally,
Dundalk, Co. Louth**

Contents

1	Introduction	3
2	General Specification	4
	Scope of Services	4
	Stage 1 – Initial Design & Due Diligence	6
	Stage 2 – Detailed Design & Planning Permission	7
	Stage 3 – Procurement & Assessment.....	8
	Stage 4 – Construction.....	8
	Stage 5 – Handover.....	10
3	Conditions of Appointment	11

1 Introduction

IDA Strategic Property Department owns a c. 57.05 hectare greenfield site located in the townlands of Killally and Haynestown, Dundalk, Co. Louth. The subject lands are located within the southern environs of Dundalk town, immediately north off and abutting the N52 Dundalk – Ardee National Secondary route situated c.320m east of Junction 16, on the M1 Dublin-Belfast motorway.

The lands are strategically positioned to support future industrial and commercial development within the region with two existing IDA Business & Technology Parks already established in Dundalk, Co. Louth at Finnabair and Mullagharlin. To further develop the marketability of the subject lands, it is now planned to deliver phase one infrastructure (approx. 150m in length) to include roads, footpaths, cycle paths and all associated services including drainage, utilities, lighting, water, comms connections, signage, landscaping, boundary works any connections to public realm infrastructure/provisions e.g. Active Travel.

Accordingly, IDA Strategic Property Department are now seeking to appoint a Project Management Led Integrated Multi-Disciplinary Design Team to deliver all services as outlined in this document. The team will manage and provide all relevant consultancy services with respect to the design and delivery of the proposed project as outlined above.

In line with IDA's current strategy 'Adapt Intelligently' *a Strategy for Sustainable Growth and Innovation 2025-2029*, delivery of this project should include for sustainable measures in the design and construction stages where possible, while also being in line with Public Sector Climate Action Mandate 2024.

The Project Management led Multi-Disciplinary Team should consist of suitably qualified and experienced resources including a Project Manager, Employers Representative, Senior Roads Engineer, Civil Engineers, Planning Specialist, Mechanical & Electrical Engineers, Quantity Surveyor, Sustainability Manager, PSDP, Assigned Certifier, Resident Engineer for the duration of the works, Landscape Architect and any specialist advisors to provide design, planning and implementation of all subsequent contracts for the provision of the project.

The scope of services for the Project Management Led Multi-Disciplinary Design Team will include (1) Initial Design & Due Diligence (2) Detailed Design & Planning Permission (3) Procurement & Assessment of a suitable Works Contractor (4) Construction and (5) Handover.

Procurement Process

Tenderers are to submit their suitability assessment questionnaire documentation and tender documentation in accordance with the instructions as set out in the in the *Particulars Section* of the Invitation to Tender.

The following are the milestones for procuring this appointment:

Key Milestones	Planned date
Circulation of ITT Documentation	9 th September 2026
Deadline for queries	23 rd September 2026
Closing date for submissions to ITT	15.00hrs 30 th September 2026

Proposed Appointment of successful applicant	October 2026
Proposed Commencement of works	End of October 2026

2 General Specification

IDA proposes to appoint a suitable Multi-Disciplinary Design Team as outlined consisting of suitably qualified and experienced resources including a Project Manager, Senior Roads Engineer, Civil Engineers, Planning Specialist, Quantity Surveyor, Assigned Certifier, PSDP, Landscape Architect, Sustainability Manager and any specialist advisors for the provision of the Infrastructure Delivery – roads, footpaths, cycle paths and all associated services including drainage, utilities, lighting, water, comms connections, signage, landscaping and boundary works at IDA owned Lands in the townlands of Killaly and Haynestown, Dundalk, Co. Louth. The Project Management Team will be led by a lead consultant who will act as project manager/coordinator and client liaison for all aspects of the project through Stages 1-5 inclusive as outlined in this document. The Multi-Disciplinary Design Team proposed during the tender stage will be the team for the duration of the project. Any proposed replacement team member during the project will need IDA consent for the proposed change and reasons provided for the proposed replacement. Information as requested by IDA will have to be provided for review and approval of any proposed replacement team member.

In line with IDA's current strategy 'Adapt Intelligently: A Strategy for Sustainable Growth and Innovation 2025-29', delivery of this project aims to assist in reducing IDA Ireland client carbon emissions. The Sustainability Manager will be responsible for all reporting throughout the project.

IDA's procurement strategy must be in line with Public Procurement Guidelines and for this project all and any appointment(s) will be undertaken via a Public Works Suite of Contracts which includes for the Provision of Minor Building & Civil Engineering Works Designed by the Employer. The appointment will be made under the Government "Standard Conditions of Engagement for Consultancy Services (Technical)" will be employed, with the contract 'Signed and Delivered as a Deed by the Consultant'.

Scope of Services

IDA propose to deliver a phase one access road to the site incorporating road construction, footpaths, cyclepath, drainage, SuDS attenuation pond, foul pumping station as necessary and access to same, rising mains, street lighting, utilities, signage, road markings and relocation and undergrounding of existing utilities on site if required. In addition to the site access, works may also be required on the public road to allow access to site, a senior roads engineer and planning specialist is required with detailed experience working on regional and national road projects and who has experience working with both local authorities and TII will be required.

The successful Consultant team will be required to complete the following scope of services but not limited to:

- Preparation of detailed fortnightly progress reports, to include as a minimum progress review, items requiring clarifications, project risks and mitigation measures where costs involved, actions from previous meetings, change management and contractual/financial matters.
- Detailed review and analysis of the access road design & associated services

- The design of the proposed infrastructure shall include provisions for sustainability, flexible extension options and future capacity requirements.
- Whole life carbon assessment for the duration of the project
- Produce and maintain a detailed risk register from the beginning to completion of the project
- Engagement with Louth County Council
- Engagement and preparation of applications, surveys and reports as required by TII
- Undertake necessary surveys to enable design and procure specialist contractors to complete surveys and provide reports
- Submission of planning documentation to Louth County Council and management of responses to queries in respect to same
- Submission of surveys and documentation to TII and management of responses to queries in respect to same
- Provide cost estimates for the project
- Liaise with stakeholders, including but not limited to, statutory undertakers, adjacent landowners, IDA's Client's Consultant, etc. throughout the project
- Project Management – It is requested that a suitably qualified resource or firm is designated for the lead PM role to manage the project, the project team, and all consultation and coordination required to deliver the project on behalf of IDA. The tender submission shall outline and demonstrate the skills and experience of the nominated resource for the role of PM and how the project and project team shall be managed and coordinated. This resource can be nominated from any member of the team and will be assessed as per the Assessment Criteria set out in the ITT.
- Procurement – It is requested that a suitably qualified resource should be designated for delivery of procurement requirements particularly in respect to Stage 3 'Procurement' of the project as outlined in this document. This resource can be nominated by any member of the team.
- It is requested that a suitably qualified Multi-Disciplinary Technical Resource (Resident Engineer) be on site as a supervisory function for the duration of the project on a full-time basis through stage 4 'Construction'.
- Deliver maps, layout drawings and photomontages of proposed roadway and master-planning exercise for the lands for marketing purposes
- Fulfil all roles, duties and responsibilities required to deliver the PSDP services
- Provision of services through stages 1-5 detailed below from Initial Design & Due Diligence, Detailed Design of the Infrastructure, Planning Permission Approval, Procurement & Assessment of a suitable Works Contractor, Construction & Handover
- IDA Ireland will provide any available survey and existing 'as-built' service drawings upon appointment of successful candidate for information purposes. The appointed team will however be required to identify any additional surveys to be undertaken to enable the completion of the detailed design of the proposed works

Green Public Procurement & Carbon Reporting

In line with the Public Sector Climate Action Mandate 2024 and Green Public Procurement requirements, the Consultant shall incorporate sustainable measures, where appropriate, throughout the design, procurement and construction stages of the project. This shall include consideration of lower carbon alternatives, whole life carbon assessment, lifecycle costing, Environmental Product Declarations where available, and the specification of materials, products and construction methods with lower whole life environmental impact.

The Consultant shall ensure that Green Public Procurement requirements are reflected in the tender and contract documentation, including environmental technical specifications, sustainability and biodiversity measures where appropriate, and carbon reporting requirements relevant to the project. Where appropriate, the Consultant shall also recommend measurable environmental award criteria and contract performance requirements to support delivery of the project's sustainability objectives.

The Consultant shall define the evidence required to support environmental claims made during the procurement and construction stages, including Environmental Product Declarations, certificates, test reports, calculations, declarations or equivalent evidence, and shall ensure that such claims are capable of verification and monitoring during project delivery. The Consultant shall also provide for reporting on relevant environmental measures during construction, including carbon, material sourcing, waste, circular economy, biodiversity and water-related measures where applicable.

Stage 1 – Initial Design & Due Diligence

The Consultant shall:

- Manage and development of the project brief, including programme, budget and risk assessment with IDA Ireland
- Preliminary Design of the proposed infrastructure ensuring sustainability, sufficiency in terms of achieving optimum accessibility and services for lands, biodiversity measures should also be included for
- Detailed Service Review - Review existing adjacent services information in the context of current and future projects. Examine current capacities available to the site in terms of water, wastewater, gas, telecoms, power etc.
- Liaise with Local Authority, TII, Uisce Eireann, ESB and various utility providers where necessary
- Financial modelling for the project
- Engagement with relevant parties including but not limited to the Local Authority, utility providers and adjacent neighbours
- Prepare survey specifications for all required surveys, procurement* and management of same is under the remit of this commission, tendering processes should be in line with IDA procurement procedures. The surveys should include but not limited to:
 - Site Investigations
 - Topographical Survey
 - Environmental Surveys
 - Archaeological Survey
 - RSA Surveys
 - Traffic Surveys
 - Utilities (GPRS) Surveys
- Prepare strategy for Planning Permission
- Attend and lead meetings with the Employer to progress the commission
- Execute services in accordance with agreed project programme
- Risk Management

****Note: IDA will provide existing available information for the site where available. Where surveys are required, the successful consultant will be required to prepare tenders, issue same and recommend the appointment of suitable contractors to IDA. The actual survey contractors will be directly appointed by IDA.***

Deliverables – (Stage 1)

- Management and Co-ordination of the Project Stage
- Development of Concept Design Drawings for pre-planning meeting
- Attendance at Pre-planning meeting
- Strategy for delivery of the infrastructure, including but not limited to Risk Assessment, Programme and Budget
- Evaluation of site survey details
- Planning site notice and newspaper compilation

Stage 2 – Detailed Design & Planning Permission

The Consultant shall:

- Develop scheme design from approved outline Concept Design drawings – as per Stage 1 - preparation of design drawings and specification.
- Design Team coordination and collaboration with IDA and Stakeholders and develop infrastructure design accordingly to deliver the technical requirements of the IDA and Stakeholders
- Ensure compliance with all relevant standards, TII and local authority guidelines
- Preparation of drawings and supporting technical information for the Planning application for the new access road and associated services
- Consultation with the Planning Authority / Building Control / Environmental Authorities – where appropriate
- Prepare & submit application for Planning Permission
- Implement change control procedure if required
- Risk management
- Manage co-ordination of project stage
- Lodge appeal to An Coimisiún Pleanála (if required)
- Carry out any amendments or revisions to approved design on instruction
- Whole life cycle cost appraisal of the project in accordance with the requirements of the Capital Works Management Framework and any requirements attached to grant of planning.
- Complete tender documentation for the procurement stage, including sustainability and biodiversity measures where appropriate.
- Prepare preliminary Safety File

Deliverables - (Stages 2)

- Management of the Project brief, including but not limited to Risk Assessment, Programme and Budget
- Approved Planning Permission
- Provision of all PSDP services
- Ensure all documentation is prepared and available in advance of Tender, Evaluation and Award, including but not limited to:
 - All drawings and specifications
 - Bill of Quantities
 - Any relevant documentation required for Tender Stage issue
 - Preparation of production drawings from detailed design
 - Preparation of Schedule of Works for tender purposes

Stage 3 – Procurement & Assessment

The Consultant shall:

- Prepare and manage the tender for the works contract under the public procurement guidelines.
- Management of and response to subsequent tender queries as they arise following consultation with IDA
- Provide detailed tender evaluation
- Issue Letters of Intent and Unsuccessful from the process to candidates
- Following Approval from IDA Ireland, preparation of all contract documents and arrange for completion of contract documents. Check all compliance issues in association with IDA Ireland. In conjunction with the entire Design Team coordinate the collation of warranties, bonds and licenses and arrange formal execution by the appropriate parties
- Assist the Employer with appointment of the Project Supervisor Construction Stage (PSCS) and compliance with requirements of the Safety, Health & Welfare (Construction) Regulations 2013
- Ensure works programme is available before start of works on site
- Arrangements for pre-contract meeting
- Chair and minute fortnightly team meetings
- Risk management

Deliverables – (Stage 3)

The following deliverables will be produced to a level of detail suitable to fully describe the scope of work to enable competitive tendering, in line with Public Procurement Guidelines,

- Bill of Quantities
- Form of Tender
- Tender Documents & Drawings for each stage of procurement process

Procure Contractor through relevant procurement process

- Issue and Management of Procurement Process on E-Tenders
- Issue of relevant notifications and clarifications over the entire procurement process
- Management and co-ordination of Invitation to Tender Stage including documentation
- Evaluation, Analysis & Reporting of submissions to IDA Ireland
- Issue of relevant notifications and clarifications over the entire procurement process
- Issue Report on Tenders and Recommendation of award for preferred Contractor to IDA Ireland
- Issue of relevant notifications for tender process to successful and unsuccessful bidders
- Issue Contract Award Notice on etenders
- Provision of all required PSDP services
- Compilation & Execution of Contract Documentation

Stage 4 – Construction

The Consultant shall:

- Manage co-ordination of construction stage
- Undertake the Employers Representative role under PWC Contract
- Monitor production of bonds and collateral agreements and all necessary contract administration

- Administer terms of contract
- Conduct meetings with contractor to review progress at intervals to be agreed, at minimum bi-weekly
- Visit the works over the construction programme to inspect progress and quality of works and contractors' performance and certify payments.
- Ensure works are being completed in accordance with contract documentation and advise IDA Ireland accordingly.
- Attend and represent the Employer at all meetings with the design team, Contractor and Sub-Contractors on project progress.
- Provide a suitably qualified full – time Multi-Disciplinary Technical Resource (RE) for duration of Stage 4
- PM and Design Team coordination and collaboration with the IDA and Stakeholders
- Provide construction information as required
- Site visits during construction stage to inspect progress and quality of works and contractor's performance and certify payments as deemed necessary by the design team.
- Raise, log and resolve outstanding design issues with design team and ensure timely decisions
- Review and agreement of contractor's drawings in conjunction with design team
- Assess all financials in line with contractual timelines
- Issue payment certificates for relevant intervals and milestones
- Continually monitor progress against programme.
- Establish and manage procedures for reporting on the following;
 - Performance of the Contractor where this is likely to affect the design, programme and cost of the work
 - Any potential disputes
 - Actions or incidents likely to affect safety or security
- Prepare monthly report on progress
- Establish and manage procedures for preparation of financial reports in the form and at the frequency required
- Manage all change control and report on same
- Co-ordinate Client interface on a continual basis
- Secure opinions on Compliance with Planning Permission Regulations
- Secure as-built drawings for Project
- Provide on-going cost plan/budget management services to IDA Ireland at regular intervals
- Assist in execution of legal agreements in respect to practical commencement and practical completion dates of facility
- Provide opinions on Compliance with Planning Permission and Building Regulations

Deliverables – (Stage 4)

- Finalise public works contract
- Ensure compliance with all relevant Build Standards and regulations.
- Production and Construction information as required by the Contractor
- Reinforcement schedules and all structural design documents
- Full Contract Administration over the course of the project
- Minutes of regular site meetings
- Site inspection reports
- Monthly Site Progress Reports
- Periodic evaluations of works progress

- Cost Management & Budget reports
- Agreement of Stage payments and Final Account
- Opinions on compliance with Planning Permission and Building Regulations
- Issue of all relevant certification for building compliance and payment at appropriate intervals
- Design team contract and fee management

Stage 5 – Handover

The Consultant shall:

- Co-ordination of the project stage
- Substantial completion / certification
- Arrange procedure for handover- Issue all documentation
- Monitor preparation of 'Handover Package'
- Provision of as-built drawings
- Liaise with contractor regarding issue of Safety File
- Final account resolution
- Advise contractor of defects arising. Ensure that snag lists are prepared and monitor their completion at the appropriate level.
- Monitor contractor's performance in dealing with defects
- Provide monthly report on actions taken with defects
- Carry out end of defects period inspection
- Check that defects have been rectified
- Issue making good defects and final certificates
- Make recommendation on further retention or release of retention monies and provide relevant certification.
- Risk management
- Attend meetings where appropriate.

Deliverables – (Stage 5)

- Opinions on compliance with Planning Permission
- Handover of Safety File, including As-Built File at Project Completion
- Issue of all certifications relevant to the Project, including Payment Certification
- Advise of completion of all defects and production of final certification

It must be noted that IDA reserves the right to terminate the contract at any stage throughout the process.

3 Conditions of Appointment

Appointment

Note all appointments will be made under the Government “Standard Conditions of Engagement for Consultancy Services (Technical)” will be employed.

Tender Submission Procedure

Applicants are required to submit their response by Etenders only, the latest time and date for return of Tenders is **15:00 hours on the 30th September 2026**. Tender submissions must be received via the Etenders portal only, with the onus resting with the applicant to ensure receipt of the submissions before the latest time and date for receipt of tenders.

Applicants are informed that failure to provide the information listed above in full, or the provision of incomplete or false or misleading information may, at the discretion of IDA Ireland, result in their immediate exclusion from the procurement process. Tender submissions and supporting documents must be written in English. Tenders must remain open for acceptance for a minimum of 6 months from the latest tender return date. Information provided by the applicant will form the contract for the works.

In their tender, applicants should not provide any information other than that requested. IDA Ireland will not consider any additional information as part of the evaluation process. It is the applicant's responsibility to ensure that all the necessary information is supplied and that it is accurate. Applicants are asked to ensure that they retain a full copy of their tender in their possession.

IDA Ireland does not bind itself to accept the Tender with the lowest stated Tender Total or any Tender and will not pay any compensation whatsoever in connection therewith. The Contract, if awarded, shall be awarded based on the criteria set out to the consultant who has submitted a Tender in compliance with these instructions, and whose Tender is adjudged to be the most economically advantageous to the Employer.

Rates & Prices

Unless otherwise stated, all sums given in tenders must be in Euro, to two decimal places, and exclusive of VAT. Applicants must not insert additional items in the Form of Tender or Table of Rates, or make any alterations to the Form of Tender or Table of Rates. Amounts must be included wherever required in the Form of Tender and Table of Rates. Blank spaces, zero rates, the terms “nil” or “included”, or dashes or the like must not be used.

Applicants must not use abnormally high or low rates or prices. This prohibition includes using strategies that might allow the applicant to benefit disproportionately in relation to the valuation for extra work or interim payments for work done. IDA Ireland may ask Tenderers for clarification of their tenders including breakdown of unit prices. IDA Ireland's decision as to whether or not a tender has complied with such requirements shall be binding.

If, in the Contracting Authority's opinion, the overall tendered amount is abnormally low or any tendered percentage (where relevant) or amounts including the rates tendered for time charges are abnormally low or abnormally high, the Contracting Authority may require the Tenderer to provide further written details of the constituent elements of the overall tendered amount or the tendered rates or any other information which the Contracting Authority considers relevant. This may include (without limitation) the

information listed in Regulation 69(1) of the European Communities (Award of Public Authorities' Contracts) Regulations 2016. Any failure to provide such information, where requested, may exclude the tender from further consideration.

Tenderers are advised that in relation to hourly rates, the Contracting Authority reserves the right in particular to request such information as the Contracting Authority considers appropriate to determine whether such rates are abnormally low or high.

If, having considered the information provided, the Contracting Authority is of the view that either the tender price is abnormally low or any tendered amounts (including the rates tendered for time charges) are abnormally low or abnormally high, the Contracting Authority may reject the tender.

Conflict of Interest

Any conflict of interest or potential conflict of interest must be fully disclosed in writing to the Contracting Authority as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest, the Contracting Authority shall, in its absolute discretion, decide on the appropriate course of action. Where a consultant or group of consultants proposes to be on more than one team bidding for the Contract, the relevant Tenderers must provide a statement that they are aware of this multiple participation, and that it has been brought to the attention of all concerned.

The Contracting Authority will then investigate the circumstances to see if this multiple participation could result in a distortion of competition. Where it is felt that competition may be distorted, the consultant (or group of consultants) will be informed of this and instructed that if it still wishes to participate in the competition it must go forward on only the number of bidding teams considered appropriate by the Contracting Authority.

Freedom of Information Act 2014:

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. IDA Ireland cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to IDA Ireland's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). IDA Ireland accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

The Company should be aware that, in accordance with section 6 (9) of the Freedom of Information Act 2014 any record in the Company's possession shall, in so far as it relates to the service provided under this contract, be deemed for the purposes of the Act to be held by IDA Ireland and shall be made available to IDA Ireland, upon request, for the purposes of the Act, for retention by IDA Ireland, for such period as IDA Ireland considers reasonable in the circumstances.

Information provided to IDA Ireland may be disclosed in response to a request under the Freedom of Information Act 2014. Should the Company consider that any such information is commercially sensitive, it should, when providing the information, identify same and specify the reasons for the sensitivity. IDA Ireland will consult with the Company regarding information identified by it as sensitive before making a

decision on any freedom of information request received.

Data Protection

The contractor warrants that it will comply with all obligations under the applicable data protection laws which shall include but not be limited to Regulation 679/2016 and the Data Protection Act 2