

Invitation to Tender

**Architect Led Multi-Disciplinary
Design Team Services**

for
Delivery of Building Extension at Mullingar Advanced Building Solution
at IDA Ardmore B&T, Mullingar, Co. Westmeath



September 2026

1.0 Introduction

IDA Ireland has a requirement to appoint an Architect Led Multi-Disciplinary Design Team consisting of an Architect, Mechanical & Electrical Engineers, Civil & Structural Engineers, and PSDP, and any specialist advisors to provide design, planning and implementation of all subsequent contracts for the delivery of the proposed Extension to the Mullingar Advance Building Solution (ABS) which is under construction at IDA Ardmore Business & Technology Park, Mullingar, Co. Westmeath. Planning permission for the Mullingar ABS was granted by Westmeath County Council in October 2022 (ref 22/347) however this proposed extension will require a new grant of planning permission.

The Mullingar ABS currently extends to c.50,000 ft² and is due for practical completion in January 2027, (note the current works contract for the building is not affected by this proposed extension). It is proposed to extend the building by c. 69,000 ft² of additional accommodation to the manufacturing space only, subject to detailed design (see Appendix D for proposed extension).

The Mullingar ABS comprises a c. 4,650 m² (c. 50,000 ft²) building on a site area of c. 2.26 hectares (c. 5.58 acres). The construction of the building commenced in October 2025, the building has been designed to include a Technology / Manufacturing space of c. 3,496m² (c. 37,630 ft²) with roller shutter doors to a service yard and two storey office accommodation of c. 987 m² (c. 10,624 ft²), it is expected that the building will achieve LEED v4 accreditation and nZEB compliance.

Figure 1 – Mullingar ABS under construction – August 2026



You are requested to tender for the project outlined in the attached documentation which will be assessed as per the assessment criteria set out in the Invitation to Tender document.

Tenders will be ranked and the applicant that submits the highest-ranking tender will be awarded the appointment for the project detailed below. This appointment will be subject to IDA Board approval, and it is anticipated that this approval will be sought in October 2026.

The following are the milestones for procuring this appointment.

Table 1. Procurement Milestones

Key Milestones	Planned date
Circulation of ITT Documentation	10 th September 2026
Deadline for submission of queries	5 th October 2026
Closing date for responses to ITT	Thursday 15 th October 2026 (4pm)
Proposed Appointment of successful applicant	October 2026

Please note Companies who tender for the Architect-Led Multi-Disciplinary Design Team are not permitted to tender for the position of the Project Management Led Multi-Disciplinary Team in order to avoid a natural conflict of interest.

1.1 General Specification

Designed by Employer - Specification Documentation for Building Extension to the Mullingar ABS.

IDA proposes to appoint a suitable Design Team consisting of Architect, Mechanical & Electrical Engineers, Civil & Structural Engineers, and PSDP, and any specialist advisors to provide design, planning and implementation of all subsequent contracts for the provision of an Extension to the Mullingar ABS at IDA Ardmore Business & Technology Park, Mullingar, Co. Westmeath (*see Appendix A for site location*).

IDA procurement strategy must be in line with Public Procurement Guidelines and for this project all and any appointment(s) will be via a Public Works Suite of Contract which includes for the Provision of Building Works Designed by the Employer.

The Design Team proposed will be led by a lead Architectural firm who will act as project design coordinator and client liaison for all aspects of the project through stages 1-5 inclusive as outlined in this document. The successful firm will ensure provision of the required services and appoint the appropriate consultants under their control as required.

A responsibility matrix has been included in *Appendix E* to provide distinction between the 2 Teams.

Design Team should also include a LEED Sustainability Consultant. The appointed LEED Consultant should be a LEED Accredited Professional with a minimum experience of 2 certified projects.

The appointed teams will ensure delivery of the building extension to 'shell & core' specification, incorporating LEED certification and compliance with NZEB standards. It is envisaged that the extension will include for approximately 69,000 ft² (6,410 m²) of accommodation to the production area only (subject to detailed design). Car-Parking provisions will comply with the Westmeath County Development Plan, including accessible spaces, EV charging, and bicycle facilities.

A competition for a Project Management Team comprising of a PM, QS & ER has been conducted simultaneously and is separate to this competition. The appointed Project Management Team will oversee all aspects of the project, ensuring that the Design Team delivers on programme and key requirements such as legislative and strategic compliance, sustainability accreditation design and performance standards, biodiversity net gain, stakeholder engagement, maintenance considerations and the preparation of all design deliverables. This collaborative approach will ensure the timely delivery of the proposed building extension that meets IDA and Client expectations within the indicative timelines in the

proposed programme (see appendix c)

The building extension must comply with a range of legislative and strategic frameworks. These include, but are not limited to, the Irish Building Regulations – Part L (Buildings Other Than Dwellings), the EU Energy Performance of Buildings Directive (EPBD) (EU/2024/1275), and the IDA Ireland Climate Action Plan. This list is non-exhaustive, and tenderers are expected to demonstrate awareness of and alignment with all other relevant national and European sustainability policies, standards, and guidance documents. The design team will also contribute to the completion of ‘Green Budgeting’ assessment of the project.

In alignment with national policy, sustainable growth in all its forms is central to IDA strategic objectives. As a strategic land and property owner, IDA Ireland is to implement its own Climate Action Plan to demonstrate leadership in environmental sustainability, from de-carbonisation to biodiversity, which IDA aims to promote among its clients.

IDA Strategic Property Department is now seeking to appoint an Architect-led Single Point Design Team (SPDT) to deliver all relevant consultancy services outlined in this document with respect to the delivery of an extension of 69,000 ft² (6,410 m²) to the Mullingar ABS at IDA Ardmore Business Park.

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, while also being in line with Public Sector Climate Action Mandate 2024.

The Architect-led Single Point Design Team are required to progress the project to completion, in compliance with the Capital Works Management Framework and with Infrastructure Guidelines (formerly Public Spending Code).

The Single Point Design Team will be responsible for providing all construction-related technical advice and design services to the Client in respect of the proposed Extension to the Mullingar ABS. The appointed SPDT will be required to provide all services inclusive of the Stage Services set out hereunder.

1.2 Low Carbon Objective

The IDA are driving sustainability by integrating it into its strategy and governance. To support this the Property Department require the carrying out of a whole life Carbon Assessment (WLCA) of the building extension during the design stage to capture the associated carbon impacts across the project’s lifecycle and to identify opportunities to reduce emissions while aligning with the objectives set out in this policy.

This WLCA is carried out throughout the design development stages of the project and will inform the IDA and its project management team regarding the pre-construction carbon baseline for the building extension. Any proposals for carbon reduction by the selected contractor can be compared with this baseline. Furthermore, this assessment will be compared to the ‘as-built’ WLCA to be carried out by the contractor, which will enable some quality control and learning in relation to accuracy and quality for future IDA projects.

2.0 Team Disciplines

The SPDT services will cover the following disciplines:

- Architect (including the following specialist skills: Landscape Architect, Façade Design Specialist, Acoustic Specialist, BIM Specialist),
- Civil & Structural Engineer (including the following specialist skills: Transportation and Mobility

Management Planning)

- Building Services Engineer (including the following specialist skills: Energy Efficient Design Specialist, Audio Visual Specialist),
- Project Supervisor Design Process.
- Fire & Accessibility Consultant
- LEED Sustainability Consultant

2.1 Architectural Services (including Specialist Sub-Consultants)

The Architect will be the Single Point SPDT Leader and shall provide all of the Architectural services as necessary to comply with the Client instructions and to ensure a satisfactory completion of the Project. Specialist skills required from the Architect include:

- Façade Design Services
- Acoustic Design Services
- Landscape Architect
- BIM Specialist

The Architect will direct and co-ordinate the activity of the entire SPDT and be the point of contact and communication with the Client, and with the Project Manager. The Architect will act as Design Certifier and as an Ancillary Certifier under the BCAR Regulations. Subconsultants will also be required to act as Ancillary Certifier for their respective design elements.

2.2 Civil & Structural Engineering Services

The Civil/Structural Engineer shall provide all the professional engineering services as necessary to comply with the Client instructions and to ensure a satisfactory completion of the Project. The Civil / Structural Engineer will act as an Ancillary Certifier under the BCAR Regulations. The C&S Engineering services will include transportation and mobility management planning etc. as outlined in the SAQ.

2.3 Building Services Engineer - Mechanical & Electrical Engineering Services (including Specialist Sub-Consultants)

The Mechanical and Electrical Engineer shall provide all of the professional engineering services as necessary to comply with the Client instructions and to ensure a satisfactory completion of the Project. The Building Services Engineer will act as a Ancillary Certifier under the BCAR Regulations. Subconsultants will also be required to act as Ancillary Certifier for their respective design elements.

2.4 Project Supervisor for the Design Process

The Project Supervisor for the Design Process shall provide all of the professional PSDP services as necessary to comply with the Client instructions and to ensure a satisfactory completion of the Project, and in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013.

2.5 Fire & Accessibility Consultant

The Fire & Accessibility consultant shall provide all of the professional services as necessary to comply with the Client instructions and to ensure that Fire Safety Certificate(s) and Disability Access Certificate(s) are obtained as necessary, and that the building extension is designed and constructed in full compliance with these

certificates and all applicable building regulations and standards. The Fire & Accessibility Consultant will act as an Ancillary Certifier under the BCAR Regulations.

2.6 LEED Sustainability Consultant

The Leed Sustainability Consultant will provide all services associated with the delivery of Platinum rating and the stage related services outlined below. As this building will only be delivered to shell-and-core basis, the consultant will need to demonstrate that the platinum accreditation can be achieved when the fit-out of the shell-and-core area is completed.

Collateral Warranties

The Contracting Authority wishes to advise that collateral warranties with the prospective tenant will be required with each of the principal service providers in the form attached to this tender.

2.7 Shell and Core

All services will need to be mindful that the building is being delivered on a shell-and-core basis.

2.8 Contract Duration

The Project stage duration is estimated at 26 months

Initial Stage: 2 Months

Detailed Design: 6 Months

Procurement / Appointment of Works Contractor: 4 Months

Construction : 12 Months / Q1 -Q4 2028

Handover : 2 Months / Q4 2028

Client Occupation : Q1 2029

2.9 Meetings

The Architect-led Single Point Design Team will be required to attend and follow up meetings throughout the lifetime of the Contract. The Project Manager will also be in attendance and will chair and minute meetings unless otherwise specified hereunder. The Client shall be invited to all meetings, and copied on minutes, but at some meeting types (at the discretion of the Client) the attendance of the Project Manager will be sufficient client representation.

While, in general, meetings can be held online though Microsoft Teams, the Contracting Authority can request that two meetings per stage will be in-person meetings in Athlone. An additional in-person meeting on site, may be required at each of the key Infrastructure Guidelines approval gates. Stage (iv) meetings will be held in-person on site, as will any meetings with an Enabling Works contractor.

2.10 Reports

The SPDT Leader will be required to collate all relevant information from the Design Team and collaborate

with the PCT to produce integrated project team which will be forwarded to the Client's Representative by email as follows:

Sub-Stage/Stage Reports

- The Project Team are required to complete a (Sub)Stage Report prior to progressing to the next Stage. As part of each (Sub)Stage Report, the Project Team are required to confirm that the proposal as presented complies in full with the Brief and the relevant requirements of that (Sub)Stage. The Project Team are required to review the granted planning permission and carry out all remarks within the initial (Sub)Stage report.
- In all cases and for each (Sub)Stage, the Project Team are required to meet the Client, explain the design (including all relevant issues) and obtain the Client's written agreement to the proposals as presented, before proceeding to the next (Sub) stage. Such written agreement does not imply any review or verification by the Client or relieve the Design Team from any of its responsibilities.
- The Project Team may present drawings documents and proposals (whether written or verbal) to the Client in accordance with these procedures.

Progress Reports

- Monthly reports on progress against the programme.
- These Reports should include contribution at a minimum to the following information being prepared by the QS and PM:
 - Overall project costs including fees, VAT, furniture and equipment;
 - Detailed construction cost forecast;
 - Cashflow forecast for overall project costs, and
 - Risk register and analysis.

Stage i / ii(a) Review Report

- Stage i / ii(a) Review Report containing:
 - Design Review of Stage ii (a) design
 - Confirmation that project team are happy to proceed in accordance with Planning Grant
The Design Team will also input into the development of:
 - Updated Cost Plan & Total Project Cost
 - Updated programme

Stage ii(b) Report: Detailed Design

- Stage ii(b) Report containing at least the following information:
 - A design review of the granted planning application.
 - Input into the Pre-Tender Cost Check.
 - A copy of the proposed Tendering Documentation for the Contractor.
 - A copy of the Grant of Planning Permission/Approval, a copy of the Fire Safety Certificate and a Copy of the Disability Access Certificate

Stage iii Report: Tender Action, Evaluation & Award

- Stage 3 Report containing at least the following information:
 - Copy of all tendering documentation published.
 - Input into the Tender Evaluation Report.

- Notification Letters Issued, and
- Recommendation on award.

Stage iv Report: Construction

- Input to Monthly Cost Reports and Monthly Progress Updates to the Client's Representative.

Stage v Report: Handover of Works

- A complete Safety File, including all relevant documentation and drawings, in hard copy and electronic formats submitted to the Client's Representative.

3.0 Scope of Services

IDA Ireland has a requirement to appoint an Architect Led Multi-Disciplinary Design Team consisting of an Architect, Mechanical & Electrical Engineers, Civil & Structural Engineers, and PSDP, and any specialist advisors to provide design, planning and implementation of all subsequent contracts for the delivery of the proposed extension to the Mullingar Advance Building Solution (ABS) which is under construction at IDA Ardmore Business & Technology Park, Mullingar, Co. Westmeath. Planning permission for the Mullingar ABS was granted by Westmeath County Council in October 2022 (ref 22/347) however this proposed extension will require a new grant of planning permission.

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The successful candidate will be required to complete all aspects of the project through stages 1-5 which includes the following scope of services:

- Review the Concept Design for the proposed building extension
- Provision of services as outlined through stages 1-5 below from Initial stage to design, Planning, Procurement and Construction (as required) to deliver the proposed building.
- Use of Autodesk BIM 360 or similar Common Data Environment for sharing of all project data.
- Completion of design of proposed building extension in accordance with specific parameters pertaining to energy efficiency (LEED) and associated registration with U.S.G.B.C
- Engagement with County Council pre-planning
- Submission of planning documentation to the County Council and management of responses to queries in respect to same.
- Erection of site notices as required for the planning application
- Designs should be delivered with flexibility, efficiency in respect to build times, construction methodologies, costs and layout.
- IDA will provide the existing as built service drawings for the park upon appointment of successful candidate.

- SPDT Lead to contribute to the evaluation of main contractor tenders.
- It is requested that a suitably qualified Multi-Disciplinary Technical Resource (Resident Engineer) is designated for delivery of supervisory function for the duration of the project through stage 5 “Construction”. This resource can be nominated from any member of the team and will be scored as an individual provider under the Assessment Criteria set out in the ITT. The cost fixed associated with this resource should be clearly outlined in the Pricing Schedule.

(the resident engineer is required on site two days per week in addition to site meeting attendance during stage 4 (Construction)).

- Deliver maps, layout drawings and photomontages of proposed building extension for marketing purposes.

3.1 Stage (i) – Preliminary Design

- Conduct a comprehensive evaluation of the current Concept Design and identify any compliance issues within the proposed design intent to be resolved or decisions required by the IDA prior to progressing to the next Stage. Please note that the end-user is satisfied with the current design and no significant changes are expected to the current scheme.
- Consultation with Planning Authority
- Assess environmental implications and report on same.
- Preparation of additional proposals – where appropriate
- Preparation of special presentation drawings, montages, brochures, models and technical information for IDA use for technical and marketing purposes.
- All additional specialist reports shall be carried out at this stage. The cost of procuring and supervising these additional surveys/investigations shall be borne by the Consultant and the cost to complete the survey by the Contracting Authority.
- All investigations/surveys shall be properly supervised, verified and certified for payment by the Consultant. The Consultant shall analyse and interpret the findings and use these surveys and investigations to inform the design.
- Provide PSDP Services
- LEED Consultant :
 - Monitor project development to ensure LEED design and construction requirements are integrated into the project.
 - Issue design team meeting minutes to IDA concentrating on LEED precertification issues

3.2 Deliverables (Stage i)

- Concept Design Drawings for pre-planning meeting
- Attendance at Pre-planning meeting
- Update progress on LEED Strategy showing how each point will be achieved

3.3 Stage (iia) –Design to Planning

- Assist the PM in the manage co-ordination of project stage,
- Review brief and design for original approved scheme,
- Liaison with Employer appointed specialist advisors,
- Surveys/investigations,
- Develop Scheme design from approved outline proposals – as per stage 1
- Prepare preliminary timetables for construction.
- Consultation with Planning Authorities.
- Consultation with Fire Authority
- Consultation with Environmental Authorities – where appropriate
- Prepare design in accordance with LEED CS Platinum Precertification strategy using appropriate green materials and building data
- Submit project for precertification preliminary review from USGBC.
- Respond to USGBC preliminary review comments
- Receive final review comments from USGBC and precertification level achieved by the project Prepare application for planning permission based upon USGBC pre-certified design and associated submission documentation.
- Erect Planning site notice and submit newspaper compilation (include for newspaper advert fee)
- Progress project for the requirements of target credits and prerequisites, client sign off of planning drawings.
- Attend necessary public consultation meetings during this stage,
- Ensure design complies with all Building Regulations, H&S, etc,
- Preparation and submission of Planning Application through to approval, including any FI responses /
- Assist PM to ensure design complies with requirements of the Safety, Health & Welfare (Construction) Regulation 2013 – PSDP,
- Attend monthly Steering Group meetings,
- Design Team risk management input.
- Prepare digital marketing material for the proposed building extension
- Submit Planning Application
- LEED Consultant –
 - Coordinate with Design Team for the preparation of documentation required for the LEED
 - (CS) Pre-Certification Submission based on the Planning Submission drawings & design.
 - Issue design team meeting minutes to IDA, concentrating on LEED precertification issues
 - Coordinate with Design Team on completion of the precertification LEED templates for the

- documentation required for the LEED CS Pre-Certification Submission – full suite of pre-certification templates to be issued via electronic copy to IDA.
- Submit precertification templates to the USGBC for their preliminary review.
- Coordinate with Design Team to prepare documentation required in response to USGBC's preliminary review comments and resubmit response package to the USGBC for their final review.
- Receive pre-certification award from USGB

3.4 Deliverables (Stage iia)

- LEED pre-certificate submission with appropriate documentation and drawings
- LEED Pre-Certification Award
- Update LEED Strategy document showing progress achieved using templates
- Preparation of Planning Drawings and documentation
- Mechanical & Electrical and Civil & Structural design information to be incorporated into drawings
- Approved Planning Permission

3.5 Stage (iib) – Detailed Design

- Conduct a comprehensive evaluation of the granted planning permission and identify any issues within the proposed design intent. Following this evaluation, the detailed design will be developed in accordance with the granted planning permission.
- Develop Detailed Design and general design Specification in accordance with the Project Brief, Planning and obtain Fire Safety Certificate approvals, and the requirements of the CWMF Public Works Contracts.
- Prepare design production programmes by the Design Team to meet the agreed Programme.
- Attend to consultation and liaison with adjoining owners or interests, as required. Attend a minimum of two (2) out-of-hours public consultations.
- Oversee, in coordination with the Project Manager, and monitor the design development process and implement regular reviews, establish and implement appropriate project design controls for compliance with the Project Brief and Budget.
- Coordinate project status review, design review, risk identification and management, value management and cost check interventions, arrange associated workshops at appropriate intervals and initiate in coordination with the Project Manager and monitor any consequential or remedial action necessary.
- Monitor the Design Team's inputs and initiate appropriate action as required. Monitor and control as necessary communication, coordination and the distribution of design information amongst the Project Manager and Design Team.
- Prepare a detailed coordinated design programme for this stage, fully addressing all necessary resource inputs, deliverables and approvals, with input from the other consultants. The design programme should include for the following:
 - Detailed design and working drawings

- Design Risk Assessments
 - Updating the Risk Registers
 - Preparation of detailed accommodation schedule and room data sheets
 - The Client review points and sign off
 - Information release dates for preparation of cost plan and bill of quantities
 - Procurement and tender process
- Integrate into the design of the Project any requirements of specialist consultants or contractors (note – by contractors this term for the purposes of this document is to include for subcontractors or specialist contractors).
 - Coordinate the provision of necessary design and specification information to the Quantity Surveyor for the developed cost plan report to be updated as required from time to time and reviewed against the agreed budget, and for further regular cost checks to be carried out up to tender.
 - Prepare detailed specification documentation for the works, including samples, testing, prototype and QA procedures, with particular regard to sustainability, quality and standards required.
 - In consultation with the Project Manager, advise on the need for any Specialists and associated cost factors.
 - Prepare and coordinate in collaboration with the Project Manager a report on the Detailed Design addressing all aspects of the developed design in an integrated manner in relation to the Project Brief, key stakeholder requirements, accommodation and budget. Arrange for full design briefing to the Client.
 - Carry out an information gap analysis, prepare and coordinate assembly of production information including detailed specialists design for tender documentation, tender drawings, specifications to provide a fully documented proposal for tendering and subsequent tender evaluation in accordance with the CWMF Public Works Contracts.
 - Conduct design review with reference to functionality, efficiency, sustainability, commercial viability, economy, whole life costs as may be required.
 - Produce comprehensive works requirements documents, all coordinated detailed design drawings and specifications for the works.
 - Coordinate the work of the Design Team with the PM/QS in preparation and completion of Works' Contract production information including detailed Specialists' design for tender documentation, tender drawings, specifications, Bills of Quantities and Forms of Tender to provide a fully documented proposal for tendering and subsequent tender evaluation in accordance with the CWMF Public Works contracts.
 - Contribute to the risk management strategy and risk register for incorporation in the tender documents including identified risks, risks transferred to Contractor and retained/ managed risks.
 - Arrange for pre-tender Developed Cost Plan update and cost check in advance of issue of tender documentation.
 - Develop design from approved scheme design on receipt of IDA instruction
 - Consultation with Building Control Authority
 - Provision of additional information for other consultants (if applicable)

- Prepare preliminary Safety File
- Prepare documentation to indicate general compliance of design with Building Regulations and other statutory requirements.
- Prepare and lodge Fire Safety Certificate application.
- Specifications and Detail Design to incorporate requirements of targeted LEED credits and all prerequisites. The design team are to support the QS in indicating additional costs if any for LEED requirements.
- Conduct exceptional negotiations with statutory authorities (if required)
- Lodge appeal to An Bord Pleanála (if required)
- Carry out any amendments or revisions to approved scheme design on instruction (if required)

3.6 Deliverables (Stages iib) Detailed Design

- Submission of Fire Safety Application
- Lodge Application with Local Authorities
- Detailed Architectural Design Drawings & specifications
- Detailed Civil and Structural Drawings & Specifications
- Detailed Mechanical & Electrical Drawings & Specifications
- Disability Access Certificate Application Drawings & submission of same
- Preliminary Health & Safety Plan
- Incorporate requirements of targeted LEED credits and all prerequisites on the LEED prerequisite/credit templates and complete Design Prerequisite and Credit Certification Submission.
- Determine Planning Strategy,
- Health & Safety Plan – PSDP,
- LEED pre-certificate submission with appropriate documentation, drawings and Award,
- M&E and C&S design information to be incorporated into drawings,
- Issue 3D model of external flyover of building,
- Submission of Fire Safety Application and Disability Access Certification including required documentation,
- Detailed Architectural Design Drawings & specifications from Design Team,
- Detailed Civil and Structural Drawings & Specifications from Design Team,
- Detailed Mechanical & Electrical Drawings & Specifications from Design Team,
- Incorporate requirements of targeted LEED credits and managing all prerequisites on the LEED prerequisite/credit templates and complete Design Prerequisite and Credit Certification Submission. – Full LEED process,
- Finalize detailed specifications: include LEED recommendations,
- Pre-planning report incorporating complete design reviews as part of Design for Energy Minimisation

- (DfEM). Operational phase, troubleshooting and energy factors review,
- Assistance with completion and upload of LEED Online Design Prerequisite and Credit Certification Submission,
 - Complete and finalise planning pack, application and submit to local authority and gain planning approval.
 - Post Planning report with provisional BER certificate,
 - Ensure compliance with all relevant Build Standards and regulations and appropriate certification and registration,
 - Ensure all documentation is prepared and available in advance of Tender, Evaluation and Award, including but not limited to:
 - All drawings
 - Any relevant documentation required for Tender Stage issue.
 - Preparation of production drawings from detailed design
 - Preparation of Specification and scope of services to achieve LEED Standard
 - Preparation of Schedule of Works for tender purposes
 - Stage 2 Report,
 - Pre-tender report: include review on adequacy and completeness of tender documentation.
 - Prepare High-res CGIs suitable for print and web (.jpg/.png) to include the following:
 - Site layout, elevations
 - Technical factsheet– written in non-technical language (i.e. bullet point selling points)
 - Breakdown of dimensions/floor areas, heights (incl eaves and roller doors) etc.
 - LEED Consultant:
 - Provide information and guidance to the design team on the implications of the requirements for LEED.
 - Liaison with design team on Specifications and Detail Design to incorporate requirements of targeted LEED prerequisites and credits.
 - Consult with the USGBC as necessary.
 - Minutes of Design Team meetings to be issued to IDA.
 - Assist the design team in the completion of LEED design prerequisite/credit templates and provide guidance in the development of required support documentation for the completed templates. This shall be done at the end of design and not postponed until the end of construction.
 - Upload completed design prerequisite/credit templates and supporting documentation to LEED Online for preliminary review.
 - Assist the design team in the preparation of the response package based on preliminary review comments from USGBC.
 - Upload response package from the preliminary review comments to LEED Online

3.7 Deliverables (Stage iib) for LEED Consultant

- Assistance with completion and upload of LEED Online Design Prerequisite and Credit
- Certification Submission
- Provide assistance to the design team in the preparation of the response package based on preliminary review comments from USGBC.

3.8 Stage iii – Procurement & Assessment

- Assist PM to ensure all tender documents are full and complete before issue,
- Assist PM to answer all queries relevant to design in a timely manner,
- Attend Design Team meetings/Client consultation,
- Attend pre-contract meeting,
- Compliance with requirements of the Safety, Health & Welfare Construction Regulation 2013 – PSDP,
- Attend monthly Steering Group meetings,
- Contribute to all necessary actions relating to the procurement and tender process leading to the award of contracts.
- Prepare all necessary copies of drawings, specifications, and other tender documentation to be provided by the Project Manager and Design Team.
- Obtain approval from Project Manager for proposed contract award procedure, terms and conditions and insurance arrangements in accordance with the CWMF.
- Advise on and assist with the public procurement process for the Works as required. This includes advice on the relevant procurement legislation and best practice (including the provisions of the CWMF).
- Lead & coordinate the assembly and compilation of tender documentation packages for issue to Contractors & Specialists.
- Contribute to tender directions, requirements and instructions to tenderers for incorporation in the tender documents.
- Contribute to the Works tender process, including invitation to tender, tender queries, receipt and evaluation of tenders, report and recommendation through to compilation of contract documents for signature with the Contractor.
- In conjunction with the Quantity Surveyor and the other Design Team members, report on tenders to the Client and recommend chosen contractor.
- Contribute to an evaluation report relating to the technical and financial merits of Contractor's/ Specialist's submissions. Identify any conditional issues that require resolution prior to accepting the tender. Provide recommendations to the Client dealing with tender adjustments, revisions or amendments that may be required in order to meet the approved budget. In consultation with the Project Manager, report on tenders to the Client and recommend chosen contractor.
- Advise in relation to requirement for advance purchase of any long delivery items which may

affect programme.

- Contribute to Tender analysis, updated post-tender Developed Cost Plan (Review), and expenditure Cash flow for the Project.
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- Assist as required in the preparation of the Contract for Building Works and signing.
- Assist the Project Manager in organising and co-ordinating collateral warranties required from the Building Contractor and Specialists.
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- LEED Consultant
 - Liaise with Design Team on LEED-specific construction requirements.
 - Incorporate LEED-specific construction requirements into tender prequalification requirements and construction documents.
 - Advise on LEED Strategies in relation to the preparation of Bills of Quantity and/or schedule of works where appropriate.
 - Advise on LEED Pre-Qualification Questionnaire for pre-qualification of tender.
 - Appraisal of best tenderers response to LEED Pre-Qualification Questionnaire (to be included in tender documents).
 - Advise IDA on the appointment of appropriate contractor and associated responsibilities of all parties to the project in terms of the requirements for LEED Certification.
 - Advise IDA re possible incentives and penalties in respect of LEED Certification.

3.9 Deliverables (Stage iii)

- Assist PM as necessary
- 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, a lump sum Build Contractor.
 - Architectural Drawings and Specifications
 - Civil and Structural Drawings & Specifications
 - Mechanical & Electrical Drawings & Specifications
 - Permanent Works Certificate
 - Other Tender Documents

3.10 Stage iv – Construction

- Assist PM as necessary
- Attend all meetings as necessary,
- Assist PM to raise outstanding design issues and ensure timely decisions from IDA Ireland,
- Ensure outstanding planning issues are resolved and complied with,
- Vetting and agreement of contractors' drawings. Anticipating potential problems and suggesting possible solutions/contingencies,

- Lead designer to provide monthly compliance letter confirming that all works completed is in substantial compliance with the works requirements or capture this confirmation in the monthly site inspection reports.
- Assigned Certifier and Design Certifier in accordance with the requirements of the Building Control (Amendment) Regulations 2014 and the Code of Practice for Inspecting and Certifying Building and Works,
- Attend necessary public consultation meeting during this stage,
- Compliance with requirements of the Safety, Health & Welfare (Construction) Regulations 2013,
- Attend monthly Steering Group meetings,
- Assist PM to secure opinions on compliance with Planning Permission and Building Regulations,
- Secure as-built drawings for Project,
- Attend pre-commencement meeting,
- Agree inspection plan with Assigned certifier, Ancillary certifiers and Contractor,
- Design team to carry out inspections during the construction of the project including inspect and manage the building process, workmanship and materials to provide a snag free building at handover,
- Arrange commissioning and demonstrations for the Client and building tenant,
- Ensure energy saving opportunities identified and agreed as party of LEED are properly implemented,
- Ensure that the Client required BER/EPC rating is achieved and issue BER Certificate, for the "shell and core" building involves assessing the completed base building structure, including the building envelope and common areas, but excluding the final tenant fit-out.
- Assist PM to engage with installers, suppliers and specialist sub-contractors to further develop and refine DfEM to account for the operational requirements to manage and control energy use,
- Provide advice to Client/lead consultant in relation to need for special inspections or tests arising during the construction of the project,
- Assist PM - report to and advise the Client/lead consultant on the necessity for the appointment of supervisory site staff,
- Review and comment on Contractor's proposals in relation to building design, civil & structural design and building services design,
- Review and comment on shop fabrication drawings prepared by the Contractor, sub-contractors or suppliers,
- Attend fortnightly site meetings,
- PSDP duties,
- Fire Safety Consultant duties
- Instatement of suitably qualified Multi-Disciplinary Technical Resource (RE) for duration of Stage iv.
- This resource should be provided for on a lump sum basis to be clearly outlined in the Pricing Schedule
- Preparation of building contract documents in regard to the requirements of LEED and signing of same
- Monitor production of bonds and collateral agreements

- Attend and contribute to meetings with contractor to review progress
- Provide production information as required
- Visit the works at stages of construction to inspect progress and quality of works and contractor's performance.
- Ensure works are being completed in accordance with contract documentation
- Provide opinions on Compliance with Planning Permission and Building Regulations
- Review as built drawings
- Assist in execution of legal agreements in respect to practical commencement and practical completion dates of facility.
- Review maintenance and operation manuals
- Incorporate information prepared by others in maintenance manuals
- LEED Consultant:
 - Provide information to Contractor and subcontractors on LEED certification requirements and expectations.
 - Consult with the USGBC as necessary.
 - Visit the works at stages of construction to inspect progress and quality of works and contractor's performance in respect to requirements for LEED certification.
 - Review documentation required from the construction team for the LEED Construction Prerequisite and Credit Submission.
 - Assist the construction team in the completion of LEED construction prerequisite/credit templates and provide guidance in the development of required support documentation for the completed templates.
 - Upload completed construction prerequisite/credit templates and supporting documentation to LEED Online for preliminary review.
 - Assist the construction team in the preparation of the response package based on preliminary review comments from USGBC.
 - Upload response package from the preliminary review comments
- Ensure sufficient resources are available at all times during the Construction to meet information delivery and Contract response time limitations as they arise.
- Ensure that all necessary notices, certificates and other obligations related to the design elements required under the Contract are discharged in accordance with the Contract and that the Client's rights under the Contract are protected at all times.
- Advise the Client and Project Manager generally regarding statutory duties, particularly with regard to health, safety, sustainability and the environment.
- Assist in examination of Contractor's site set-up and proposals for constructing the works safely and in accordance with the Contract. Liaise with Contractor's temporary works designer. Keep the Client and Project Manager informed of potential risks or changes to the design elements which may affect the brief, cost, quality or programme.

- Assist in evaluation and approval or otherwise of Contractor's/ Specialists value engineering proposals, their incorporation in the Contract, and associated cost adjustment as required.
- Assist in the preparation of information delivery schedules by the Contractor in consultation with the Project Manager, identifying when design information is required by the Contractor for ordering, construction or other purposes. Check and confirm that this is co-ordinated with the design information delivery programmes.
- Prepare a detailed coordinated information release programme to meet the Contractor's information schedule and programme, fully addressing all necessary resource inputs, deliverables and approvals, with input as required from the other consultants. Provide sufficient copies of each of the final drawings supplied to the Contractor for the purpose of constructing the works.
- Receive and respond to Contractors and/or Specialist's Requests for Information (RFI) providing additional design input and/or clarification where required. Provide necessary documentation to confirm status of RFI closure.
- Receive, review, and evaluate Contractor, subcontractor or Specialist production drawings, shop drawings, method statements or other relevant submissions and respond, amend, approve or as otherwise appropriate to ensure compliance with the Contract. Provide input into the technical evaluation of method statements and risk assessments issued to comply with the building design and health and safety regulations. Respond promptly to all such submissions in accordance with the agreed procedures for approval.
- Assist in the preparation and maintenance of a fully documented record of all submissions made by the Contractor or Specialists and responses to same.
- Advise the Client and Project Manager on proposed variations or changes to the works as they arise. Participate in timely assessment of the impact of the proposed variation on cost, quality and programme and advise the Client and Project Manager prior to any work being instructed or carried out. Participate in cost monitoring, cost control and design change control procedures for the project and implement these as required throughout this stage.
- Assist in providing a response from the Design Team and advise on the effects of a proposed change to the design of the project, in accordance with the change control procedures.
- Assist in examination and report on any variations and claims, including those resulting from delay/disruption, pertaining to the works.
- Assist in the process of anticipation and identification of any project risks, delays or compensation events, and implementation of appropriate action to address any issues or other events which may threaten the Project objectives.
- Assist in examination and report on Contractors claims for delay, disruption or the like.
- Participate in procedures to monitor and record progress, quality and cost, and to deal with any issues or problems that may arise.
- Oversee, inspect and approve all tests, prototypes, samples, mock-ups or the like related to the design to be provided by the Contractor/ Specialists under the Contract and advise the Employer's Representative in relation to any necessary instructions.
- Where necessary advise on the need for any additional inspections and/or tests required. Where

appropriate propose recommended suppliers, provide brief and obtain costs for the provision of such additional tests.

- Carry out regular visits to the works for the purpose of monitoring and inspect and record, to confirm that the works are being carried out in accordance with the Contract. Identify and advise the Employer's Representative in relation to specific work elements which require inspection or testing prior to the work being covered up. Site inspection observations regarding quality and conformance with design and specification should be raised and minuted at the formal site meetings.
- Liaise with the other Consultants, Client, Project Manager and key stakeholders in relation to building fittings and fixtures and installation of specialist equipment.
- Coordinate with the other consultants as required in relation to the issue by the Employer's Representative of all relevant instructions, objections or other communications to the Contractor in accordance with the terms of the Contract.
- At the periods for interim payment, provide advice or approval as required in relation to certification of payments to the Contractor in respect of the design installations in accordance with the terms of the Contract. Carry out inspection and approval as required of materials, components, or other elements of the works manufactured, fabricated or assembled off site as required in advance of delivery or payment.
- Participate as required in dispute resolution procedures in relation to day-to-day disputes which may arise during the Contract and actively assist in the resolution of these as they occur. Assist as required in relation to formal dispute resolution procedures where necessary in accordance with the terms of the Contract.
- In conjunction with the other consultants, review and comment on Contractors, sub-contractors or Specialists' proposals and programmes for commissioning and performance testing of the works. Where required, witness commissioning and testing. Examine test results submitted by the contractor and advise on areas which require further testing prior to completion. Agree, coordinate and comply with procedures to verify and confirm acceptance of systems or elements of the works.
- Carry out inspection of the works on completion of the works, or part of the works where applicable, and prepare a list of Defects. Notify the Employer's Representative of all snags and defects identified for issue to the Contractor. Carry out inspection of the defect's remedial works upon notification of their completion by the Contractor.
- On request from the Employer's Representative, provide certification that the works have reached substantial completion.
- Assist in evaluation of any outstanding works still to be completed prior to confirmation of Substantial Completion.
- Assist in evaluation in relation to partial / sectional completion of the works if required in accordance with the terms of the Contract.
- Provide all necessary advice in relation to taking over of part or a Section of the works in advance of Substantial Completion, if required, in accordance with the terms of the Contract.
- Provide Opinions on Compliance with Planning and Building Regulations at building handover to the Client and Employer's Representative.

- Prepare as-built drawings. Prepare, assist in and coordinate as required the compilation of as-built drawings, Operation and Maintenance Manuals, the Health and Safety File, testing and commissioning certificates, maintenance specifications and proposals for maintenance contracts.
- Review and comment on the Contractor's draft Operating and Maintenance manuals, Health and Safety File, record drawings and any other related documents to verify compliance with the Contract documentation. On issue of the final set of the documentation check that any comments made have been addressed.
- If required, arrange for provision of information to independent auditors, quantity surveyors, tax advisors, insurance surveyors, tenants and the like.

3.11 Deliverables (Stage iv)

- Production information as required by the Contractor
- Reinforcement schedules and all structural design documents
- Minutes of regular site meetings
- Site inspection reports
- Periodic evaluations of works progress
- Opinions on compliance with Planning Permission and Building Regulations
- Handover of Safety File at Project Completion
- Opinions on compliance with Planning Permission and Building Regulations

3.12 Deliverables (Stage iv) LEED Consultant

- Assistance with completion and upload of LEED Online Construction Prerequisite and Credit Certification Submission
- Provide assistance and guidance to the construction team in the preparation of the response package based on preliminary review comments from USGBC.
- Incorporate requirements of targeted LEED credits and all prerequisites in descriptive format and complete Construction Prerequisite and Credit Certification Submission
- Final USGBC evaluation of prerequisites achieved, and credits earned and level of certification received together with final review comments.

3.13 Stage v – Handover of Works

- Assist in and provide necessary documentation in relation to the preparation and assembly of and delivery, within 4 weeks of Substantial Completion, to the Client and Project Manager of two complete bound sets of completion documents in hard copy together with one set in CD or other agreed digital format, including as-built drawings, detailed technical specification, Specialist works as-built drawings and specifications, all results of specialist's test or any other tests carried out during the currency of the project Health & Safety File, Operating & Maintenance Manuals, Maintenance Specifications or other relevant

documentation.

- Provide advice and recommendations to the Client in relation to Building Maintenance, and the training of the managers and maintenance staff who will be responsible for the operation, safety and maintenance of the new facility. Participate in training and maintenance seminar.
- Provide input and assistance as required to the Quantity Surveyor in settlement and finalisation of Contractor's accounts and the project final account. Provide technical evaluation, assessment and adjudication in relation to Contractor's Claims where applicable.
- In conjunction with other Consultants, monitor the Contract Defects Period. Compile a list of defects in the works, one month before the end of the Defects Period and issue a schedule of defects/snags to the Employer's Representative and Client, for issue to the Contractor. During Defects Period advise the Employer's Representative on any defects which require urgent/ immediate attention.
- At the end of the Defects Period, carry out a final defects inspection, and on satisfactory completion of all defects, notify the Employer's Representative accordingly.
- Review Risk Register and transfer the information to the PSDP for inclusion in the Safety File
- Participate in and provide technical input to the Client's post completion review. Assist in Design Team project review to explore experience gained and lessons learned for future projects.
- Assist PM in review of and comment on Handover Package,
- Provision of as-built drawings,
- Assist PM re advising contractor of defects arising and monitor contractor's performance in dealing with defects,
- Assist PM to carry out end of defects period inspection and check that defects have been rectified
- Assist PM with issue making good defects and final certificates,
- Assigned Certifier and Design Certifier in accordance with the requirements of the Building Control (Amendment) Regulations 2014 and the Code of Practice for Inspecting and Certifying Buildings and Works),
- Provide Architects Opinion on Compliance with Planning Permission,
- Compliance with requirements of the Safety, Health & Welfare (Construction Regulation 2013),
- Attend monthly Steering Group meetings.
- Attend tour/walk through of completed building with IDA property team and explain how building works and explain special features, services, utilities, plant room etc.
- Complete final digital marketing material for completed building and prepare presentation for IDA/client. Please allow for a minimum of three meetings.

3.14 Deliverables (Stage v)

Assist PM as necessary including:

- Opinions on compliance with Planning Permission and Building Regulations,

- Handover of Safety File at Project Completion – PSDP,
- Handover of Operation and Maintenance Schedule to IDA Ireland,
- Assist PM with issue of all certification relevant to the Project, including Payment Certification,
- Assist PM to advise of completion of all defects and production of final certification.
- Provide necessary supports to the PM/QS in the development of the Green Budgeting report.

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

4.0 Submissions – General Requirements

Consultants are invited to make a submission which will detail the following:

- Organisational Chart
- C.Vs in accordance with Appendix D1 template for the leads of each Principal Service and three personnel from each principal service
- Completed Project Experience – Appendix B1
- Completed Satisfactory Completion Certificates - Appendix B3
- Proposed Methodologies for:
 - Pre-contract
 - Post-contract
- Proposed programme for delivery of this project
- Completed Pricing Schedule
- Form of Tender

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. One hard copy of the tender must be submitted.

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.

Tenders that successfully pass the SAQ requirements will be assessed on the basis of the criteria set out in Appendix B.

The comparative cost of tender will be determined and scored using the template form set out in Pricing Schedule. This will produce an overall lump sum price for the tender. This lump sum is the comparative cost of tender which will be used for tender assessment. The lowest comparative cost of tender will be awarded the maximum marks available under this criterion, with other tenders being marked in accordance with the formula set out in section 9.5 of the ITT.

Rates and 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.

Applicants are required to submit their response by email only by 16:00 hrs October 15th 2026.

Applicants who fail to use this label should be aware that their response may be opened before the deadline for receipt of tenders and may be rejected by IDA Ireland. Note the responsibility for the correct labelling and arrival of the response to the project remains with the applicant.

Queries ONLY in relation to the project must only be submitted to e-Tenders.

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 on the basis of 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.

4.1 Appointment

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

Freedom of Information:

All responses to this Terms of Reference will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Acts 1997 and 2003, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas.

Applicants are asked to consider if any of the information supplied by them in response to this request for submission should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information which is sensitive and the reasons for its sensitivity.

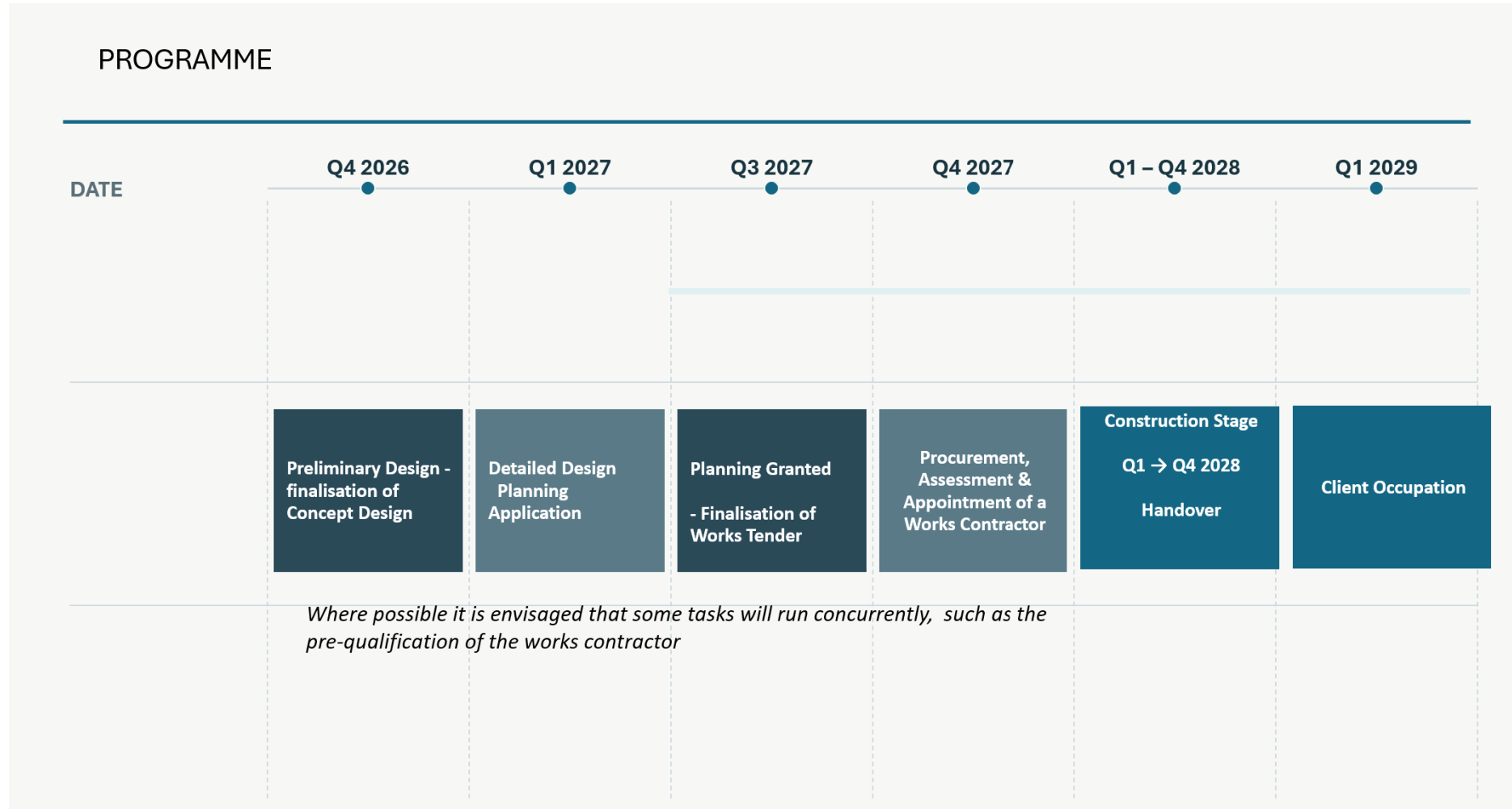
IDA cannot guarantee that any information provided by the applicant, either in response to this submission or in the course of any contract awarded as a result thereof will not be released pursuant to IDA’s obligations under law, including the Freedom of Information Acts 1997 and 2003, EU and Irish Government Procurement Procedures, and 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 obligations.

Appendix A – Location Map



Appendix B – Building Elevation with proposed Extension





Appendix D – Site Plan – Proposed Extension



Appendix E – Roles and Responsibilities Matrix

Activity	PM / ER / QS Team	Architect-Led Design Team
Overall Project Governance	Lead	Support
Design Leadership & Coordination	Support	Lead
Programme Management	Lead	Support
Risk Management	Lead	Support
Planning Strategy & Programme Management	Lead	Support
Preparation of Planning Application	Support	Lead
Statutory Approvals (FSC, DAC etc.)	Support	Lead
Utility Strategy & Connection Coordination	Support	Lead / Technical Input
Contractor Procurement Process	Lead	Support
Preparation of Technical Tender Documentation	Support	Lead
Tender Evaluation	Lead	Technical Input
Contract Administration	Lead (ER)	Support
Claims / Variations Assessment	Lead (ER/QS)	Technical Advice
Payment Certification	Lead (ER/QS)	Technical Input
BCAR Process Management	Lead	Support
Design Certifier / Ancillary Certifiers	Monitor	Lead
Site Inspections & Technical Compliance	Support	Lead
Handover Documentation	Lead	Technical Input
LEED / Sustainability Deliverables	Monitor & Report	Lead Technical Delivery

Appendix F - Award Criteria

The scored Evaluation Criteria and relative weightings are set out in the table below. Quality will be evaluated solely against the information included in the Tender. No reference will be made to information from any other source.

Table 2. Award Criteria with weightings

Ref	Criteria/Description	Maximum Marks	Weighting (%)	Total Possible Score
1	Pre-Contract Methodology	5	40	280
2	Post-Contract Methodology	5	40	280
3	Programme	5	20	140
	Total		100%	700

The maximum available score for each question is 5 and if any of the questions is scored less than the minimum eligible score of 2 then the entire tender will be rejected. The marks for each question is set within the questions below.

Criterion A : Pre-Contract Methodology (210) – Criteria “A”

Maximum Score Available 210

Maximum Length of Response - **5 number A4 pages**

Provide a detailed statement of the methodologies you will use to ensure the successful delivery of the pre-construction stage of the project as set out in the scope of services.

Your response should include a detailed explanation and justification of the methodology to be used to address each of the following:

- How timely Employer, Stakeholder and Statutory approvals will be achieved;
- How the pre-construction stage will be managed by the Design Team to ensure the successful delivery of the pre-construction stage of the project as set out in the scope of services.
- How sustainability and environmental considerations will be embraced within the design and the completed building.
- How you will coordinate with the PM/QS in the cost planning processes and procedures to establish robust project cost estimates with input from your entire team as the project design is developed. Provide examples of how this was delivered on similar projects.
- How robust and fully-coordinated tender documentation will be developed that encompasses the Employer's requirements to achieve the time, cost and quality objectives of the Project.

Reference to previous projects undertaken, where applicable, should be included to support your approach. Please note, you will be required to deliver the scope of services in accordance with the above methodologies if your tender is successful.

The highest-ranking response will receive maximum marks and all other responses will be marked relative to it.

Assessment	Score	Indicators
Excellent	5	An excellent response will indicate: Comprehensive methodologies with excellent demonstration of each criteria above.
Very Good	4	A very good response will indicate: Fully detailed methodologies with very good demonstrations of each criteria above.
Good	3	A good response will indicate: detailed methodologies with good demonstrations of each criteria above.
Satisfactory	2	A satisfactory response will indicate: Adequate methodologies with adequate demonstrations of each criteria above.
Poor	1	A poor response will indicate: Inadequate methodologies with

		inadequate demonstrations of each criteria above.
Nil Response	0	No response provided or the response provided does not in any way relate to the question asked.

Criterion B – Methodology (Post-Contract) – Criteria “B”

Maximum Score Available 210

Maximum Length of Response - **5 number A4 pages**

Provide a detailed statement of the methodologies you will use to ensure the successful delivery of the project through the effective procurement of the Main Contractor and you will support the effective administration of the contract between the Employer and the Main Contractor.

Your response should include a detailed explanation and justification of the methodology to be used to address each of the following:

- What measures will the Design team include to maintain the quality of the finished product
- What measures will you take to ensure the timely response to submittals
- How implementation of sustainability and environmental performances will be monitored and verified throughout the construction period.
- How assist in the implementation of measures to mitigate delay and cost to the client.
- How will you contribute to the monitoring of costs, administration of changes and the evaluation of claims during construction in accordance with the requirements of the Public Works Contract;
- How you will ensure that all handover documentation meets the requirements and standards set out in the Scope of Services.

Reference to previous projects undertaken, where applicable, should be included to support your approach. Please note, you will be required to deliver the scope of services in accordance with the above methodologies if your tender is successful.

The highest-ranking response will receive maximum marks and all other responses will be marked relative to it.

Assessment	Score	Indicators
Excellent	5	An excellent response will indicate: Comprehensive methodologies with excellent demonstrations of how the tenderer will address each criteria above.
Very Good	4	A very good response will indicate: Fully detailed methodologies with very good demonstrations of how the tenderer will address each criteria above.
Good	3	A good response will indicate: Detailed methodologies with detailed demonstrations of how the tenderer will address each criteria above.
Satisfactory	2	A satisfactory response will indicate: Adequate methodologies with adequate demonstrations of how the tenderer will address each criteria above.
Poor	1	A poor response will indicate: Inadequate methodologies with inadequate demonstrations of how the tenderer will address each criteria above.
Nil Response	0	No response provided or the response provided does not in any way relate to the question asked.

Criterion C : Programme (140) – Criteria “C”

Maximum Score Available 140

Maximum length of Response Gantt chart 1 No. A1 page – Supporting information 4 number A4 pages.

Please provide a detailed Programme for the delivery of the required services in various stages in the form of a Gantt chart and accompanying written description for the successful delivery of the project on the target date. This chart and narrative should include and identify:

- The key tasks for each stage of the project from appointment to completion of service.
- Key milestones, dependent tasks, and critical path to ensure delivery within the required timescale.
- The proposed human and office resources to be allocated for the project as whole and for each task.

Provide a detailed programme in the form of a Gantt chart that demonstrates how you will manage the programme, considering all stages of the contract as further specified in the scope of services, pre-construction and construction sequencing requirements. The programme should clearly indicate key tasks during pre-construction, works delivery and handover stages and show critical path, float, time risk allowances, dependent tasks and resource allocations.

The programme should be supported with an explanation of how you as Design team Lead will manage the key pre-construction tasks of the contract, and explanation of how you will manage the key pre-construction tasks of the contract to ensure that your timeframes and deliverables can be achieved. Programme to be appended to submission.

Please note, you will be required to deliver the scope of services in accordance with the above methodologies if your tender is successful.

The highest-ranking response will receive maximum marks and all other responses will be marked relative to it.

Assessment	Score	Indicators
Excellent	5	Excellent programme that indicates the key tasks during preconstruction, works delivery and handover stages including critical path, float, time risk allowances, dependent tasks and resource allocations. Programme is comprehensively supported with an excellent explanation of how the tenderer will manage the key tasks at each stage of the project.
Very Good	4	Very good programme that indicates the key tasks during preconstruction, works delivery and handover stages including critical path, float, time risk allowances, dependent tasks and resource allocations. Programme is very well supported with an very good explanation of how the tenderer will manage the key tasks at each stage of the project.
Good	3	Good programme that indicates the key tasks during preconstruction, works delivery and handover stages including

		critical path, float, time risk allowances, dependent tasks and resource allocations. Programme is supported with a good explanation of how the tenderer will manage the key tasks at each stage of the project.
Satisfactory	2	Satisfactory programme that indicates the key tasks during pre-construction, works delivery and handover stages including critical path, float, time risk allowances, dependent tasks and resource allocations. Programme is supported with a satisfactory explanation of how the tenderer will manage the key tasks at each stage of the project.
Poor	1	Poor programme that fails to properly indicate the key tasks during pre-construction, works delivery and handover stages including critical path, float, time risk allowances, dependent tasks and resource allocations. Programme is not supported with adequate explanation to demonstrate how the tenderer will manage the key tasks at each stage of the project.
Nil Response	0	No response provided or the response provided does not in any way relate to the question asked.