



Athea Community Council Building

Architect led Integrated Design Team Consultancy Services

for the

Mixed-Use Redevelopment

at

**Athea Community Council Building, Con Colbert Street,
Athea, Co. Limerick**

Volume B Annex 2 - Brief of Services

September 2026

REV:01

<u>Document Control Sheet</u>	
Contracting Authority	Athea Community Council CLG
Project Title	Athea Community Council Building
Project Stage	Stage (i)b to Stage (v) inclusive
Document Title	Brief of Services
Publication Date	September 2026
Revision	01

TERMINOLOGY USED THOUGH THIS DOCUMENT

The following terminology is used throughout the tender documents for this competition;

- “The Project” shall mean the works associated with the Athea Community Council Building on Con Colbert Street, Athea, Co. Limerick
- “Tender Documents” shall mean the documents published as part of this tender competition.
- “The Contracting Authority” shall mean the Client, Athea Community Council CLG.
- “The Contract” means the contract which will govern the relationship between Athea Community Council CLG and The Lead Consultant appointed to The Project.
- “The Lead Consultant” shall mean the Architectural firm appointed to deliver The Commission for the Contracting Authority.
- “The Design Team” shall mean the technical specialists, advisors and professionals assembled by The Lead Consultant to deliver The Project for the Contracting Authority. The Design Team includes The Lead Consultant.
- “The Commission” shall mean The Brief of Services to be delivered by The Design Team, for the Contracting Authority, in accordance with the terms of The Contract.
- “Collateral Warranty” shall mean a contractual relationship in place between the Contracting Authority and the individual members of The Lead Consultants Design Team.
- “The Contractor” shall mean the Main works Contractor that will be appointed to construct the works, if feasible to do so. It shall include any sub-contractors engaged by The Contractor.
- “Tenderers” shall mean Design Teams that have qualified to have their priced tenders included for consideration as part of the tender competition.

Table of Contents

TERMINOLOGY USED THOUGH THIS DOCUMENT	1
<u>1</u>	<u>INTRODUCTION</u>
1.1	Location & Site Description
1.2	Profile of the Town Centre
1.3	Project Background
1.4	Project Funding
1.5	Scope of Services
1.6	Overview of Works Required
1.7	Overview of Scope Relating to First-Floor Apartment
1.8	Overview of Scope Relating to Parish Workshop
1.9	Project Contact List
1.10	Roles and Responsibilities
1.11	Service Requirements and Deliverables
1.12	Key Project Stakeholders
1.13	Project Baseline Programme
<u>2</u>	<u>GENERAL REQUIRMENTS – ALL STAGES</u>
2.1	Overview
2.2	Health & Safety
2.3	Expenses for Meetings/Presentations/Workshops/Consultations
2.4	Communication & Reporting
2.5	Meeting Schedule
2.6	Surveys & Intrusive Investigations
2.7	Direct cost of Surveys & Investigations
2.8	Utilities & Service Providers Infrastructure
2.9	Statutory Approvals
2.10	Procurement Advertisements/Notices
2.11	Quality of Deliverables
2.12	Project Risk Register
2.13	Progression between Project Stages (Including sub-stages)

1 INTRODUCTION

Athea Community Council CLG as Contracting Authority seeks to procure the services of an Architect led Integrated Design Team for delivery of Stage (ii)b to Stage (v) services in accordance with the Capital Works Management Framework. The Architect will act as Lead Consultant for The Design team.

The purpose of this commission is to assist Athea Community Council CLG in redeveloping Athea Community Council Building at Con Colbert Street, Athea, Co. Limerick, as a mixed-use development comprising a unit at ground floor level and residential accommodation on the first and second floors.

The appointment of The Design Team shall be in accordance with all public procurement rules and guidelines. Collateral Warranties shall be required from each of the sub-consultants that will form part of The Design Team.



Fig. 1: View of Athea Community Council Building, Colbert Street, Athea, Co. Limerick.

1.1 Location & Site Description

The project site is located on Con Colbert Street, within the established village core of Athea, Co. Limerick. The site is centrally positioned and readily accessible to the local community, both on foot and by vehicle.

The subject building is an existing two-storey structure forming part of an early 20th-century terrace fronting directly onto Con Colbert Street. Historically developed with commercial use at ground floor level and residential accommodation above, the building has experienced a series of alterations and extensions over time. The structure is not a protected structure and does not adjoin any designated protected buildings, although it contributes to the overall coherence and scale of the traditional

streetscape. As part of the approved redevelopment strategy, the retention and repair of the street-facing façade will preserve this relationship with the village core.

The site extends to the rear via a narrow plot and benefits from secondary access from a rear lane off Barrack Street. This rear access is a significant asset, providing servicing, emergency egress and independent access to building elements as required. A modest level change exists across the site, falling from Con Colbert Street to the rear lane, and the building incorporates a small enclosed yard and rear return which form an integral part of the redevelopment proposal.



Fig. 2: Site Location Plan

1.2 Profile of the Town Centre

Athea is a rural village serving a wide agricultural hinterland and functions as a small local service centre for the surrounding area. It has a rich built heritage and a strong sense of place, characterised by its historic Main Street, traditional shopfronts, early 20th-century civic buildings such as the Carnegie Library, Garda Station and St. Bartholomew's Church. The village continues to provide important civic and community functions, including Athea National School, the Community Council Building, the community centre, credit union, parish facilities and a wide network of active voluntary organisations such as the GAA, LGFA, Community First Responders, Tidy Towns and Drama Group.

While the retail offering is limited and many residents commute daily to nearby towns for work or education, Athea retains a strong and engaged community with a growing population, increasing from 369 in 2016 to 418 in 2022. However, like many small rural settlements, the village has been affected

by changing retail patterns and limited local employment, resulting in reduced commercial activity and fewer town-centre businesses. Despite this, its distinctive character, heritage assets and proximity to natural amenities such as the Shannon Estuary, Knockathea Hill and the Limerick Greenway present significant opportunities for renewal and continued strengthening of the village core.

1.3 Project Background

Athea Community Council CLG purchased the former shop and printing premises on Con Colbert Street with the objective of bringing a long-vacant village-centre building back into productive community use. In 2022, Athea Community Council CLG received Town and Village Renewal Scheme (Project Development Measure) funding from the Department of Rural and Community Development and the Gaeltacht. This funded a feasibility study which identified a strong need for flexible meeting spaces, accessible community facilities and improved accommodation for CE Scheme operations, reinforced by extensive community engagement and survey work.

A design team, led by James Corbett Architects was subsequently appointed to develop a comprehensive proposal for the redevelopment of the building, with the design team's services funded the TVRS Project Development Measure. Structural surveys carried out as part of this process confirmed that the early 20th-century building and its later extensions were no longer fit for purpose due to poor structural condition, non-compliant construction, water ingress and inadequate support, necessitating substantial demolition and reconstruction while retaining the historic street-facing façade to preserve Athea's traditional village character. The resulting proposal was submitted for planning approval and received planning consent in March 2025 (Planning Ref. 2461156).

1.4 Project Funding

The planning approved scheme formed the basis of a successful 2025 Town and Village Renewal Scheme Main Scheme (TVRS) application. The TVRS will fund the professional consultancy fees and capital costs associated with the community-focused elements of the project, specifically the Community Hub and the Parish Workshop. Costs relating to the first-floor apartment will be funded directly by Athea Community Council CLG.

Notwithstanding differing funding sources, the community facilities and the residential together comprise the full scope of this Commission.

1.4.1 Resource Apportionment

The "TVRS Funding Apportionment" table in the *Volume B Annex 3 – Resource Schedule* allocates default apportionment percentage amounts to identify the extent of professional fees eligible for TVRS funding (community-focused elements). Professional fees not eligible for TVRS funding will be paid for directly by Athea Community Council CLG.

The Lead Tenderer, with input from their Specialist Skills Providers, shall review the default apportionment percentages and amend as necessary to reasonably reflect the scope of services.

NOTE: Amendments to apportionment percentages in the "TVRS Funding Apportionment" table will have no bearing on the awarding of Price Marks.

1.5 Scope of Services

The purpose of this tender competition is to procure an Architect led Integrated Design Team for Stage (ii)b to Stage (v) services in accordance with the Capital Works Management Framework. Stage (ii)b is partially complete with planning consent being in place. However, Fire Safety Certificate and Disability Access Certificate applications have not been prepared.

The Design Team is to comprise of the following key disciplines:

Principal Service Provider:

- RIAI-accredited Architect (Lead Consultant)

Specialist Skills Providers:

- Civil & Structural Engineer
- Building Services Engineer
- Quantity Surveying
- PSDP Services
- Assigned Certifier
- Other Ancillary Services as required

Note this list is non-exhaustive and may evolve as The Project develops. The specialists can be either in-house or bought in service providers by the principal service provider.

The Lead Consultant will be responsible for forming an integrated design team for all the consultancy services listed above, collating information for the SAQ from all Specialist Skills Providers (where required) and submitting a single integrated design team tender response via eTenders.

The scope of services may be increased or decreased, at the discretion of the Contracting Authority and in response to the evolution of the Project. The fee for such increase / decreases will be determined at the Contracting Authority's discretion, in accordance with the rates supplied in the Vol B Annex 3 Resource Schedule. Any resources required outside those identified in the Vol B Annex 3 Resource Schedule must demonstrate good value for money and be in line with good industry practice.

1.6 Overview of Works Required

The proposal is to upgrade, with appropriate intervention, the Athea Community Council building for re-use as a mixed-use building.

The envisaged scope of the proposal includes (but is not limited to):

- **Redevelopment of the building structure and fabric** including substantial reconstruction and upgrade works.
- **Ground-floor community facility fit-out** incorporating meeting rooms, workshop space and associated services.
- **Restoration of the front façade** including traditional shopfront and window replacements.
- **Enhancement of rear access and yard** ensuring appropriate servicing, circulation and drainage provision in support of both community use and future residential occupation.
- **First-floor apartment** designed to enable seamless future fit-out.

Accommodation requirements:

- A Community Centre at ground-floor level to accommodate a Community Council office and two adaptable multi-purpose meeting rooms equipped with tea/coffee points and designed for use by local groups, youth activities, drama rehearsals and community events. These rooms are to be arranged to provide full universal access supported by a Part M compliant accessible

WC, an additional toilet and upgraded circulation allowing level access throughout.

- All areas of the Community Centre will be delivered to a builder's finish internally including all electrical, mechanical and life safety installations, kitchen fit-out, bathroom fit-out, internal finishes and joinery.
- An upgraded Parish Workshop to the rear of the building extending across ground and first floors. The Workshop will be delivered as a separate Phase 2 project. The Design Team shall review the approved proposals and develop a phased delivery strategy to facilitate the Phase 1 works.
- A first-floor apartment delivered to a builder's finish internally including all electrical, mechanical and life safety installations. Floor finishes, applied wall finishes, bathroom fit-out and kitchen fit-out to be excluded.

It should be noted that access to and use of the lane to the rear of the site must not be obstructed during construction works.

1.7 Overview of Scope Relating to First-Floor Apartment

The apartment shall be designed and constructed to facilitate a future Phase 2 fit-out while minimising abortive works and unnecessary reconfiguration of completed elements. The Design Team shall ensure that the Phase 1 works are fully coordinated and compliant with all applicable Building Regulations, BCAR requirements and statutory approvals, such that the future fit-out can be completed without compromising compliance or requiring material alterations to the completed structure, building fabric, fire safety strategy or building services installations.

1.8 Overview of Scope Relating to Parish Workshop

The planning-approved scheme includes an upgraded Parish Workshop to the rear of the building which will be completed in a later Phase 2. The detailed design and construction for the proposed upgraded Workshop do not form part of the Design Team's scope under this commission.

To facilitate site access and the execution of the Phase 1 works, the Design Team shall investigate options for the existing workshop structure. This shall include consideration of the partial retention and adaptation of the existing building for interim storage purposes, or alternatively full demolition and provision of a replacement temporary storage facility at the rear of the site.

The Design Team shall assess the feasibility, cost and regulatory implications of each option and make a recommendation to the Contracting Authority. Any proposed solution shall be proportionate, practical and cost-effective, whilst providing secure, weather-tight storage accommodation for materials, tools, machinery and agricultural equipment pending delivery of the Phase 2 works. All proposals shall comply with applicable statutory requirements.

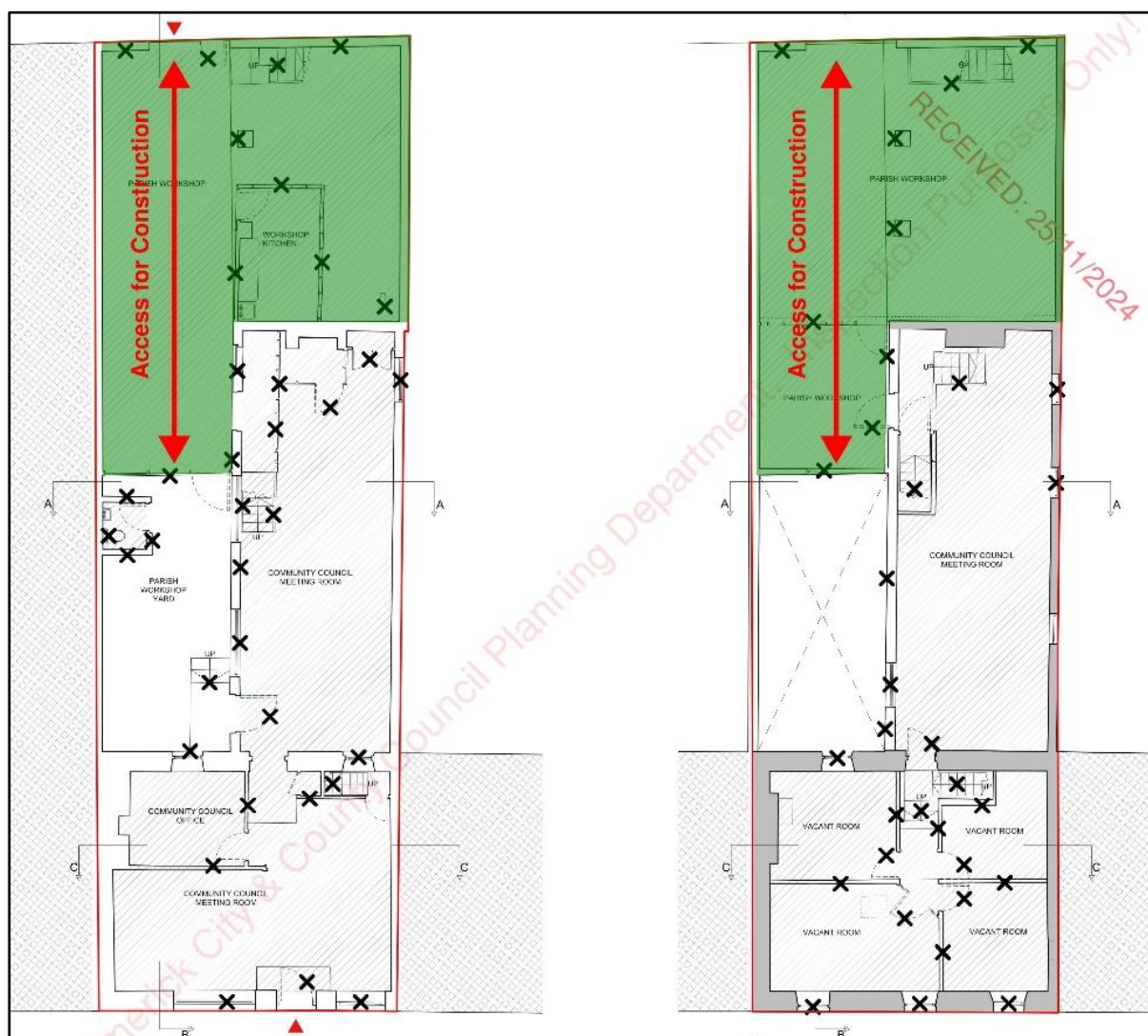


Fig. 3: Existing Ground Floor (left) and First Floor (right) plans highlighting the existing Parish Workshop

1.9 Project Contact List

A project contact list is given in table 1 below:

Organization/Role.	Name	Telephone	Email
Contracting Authority	Athea Community Council CLG	-	atheacommunitycouncil@gmail.com
Project Co-ordinator	Damien Ahern, Athea Community Council CLG	-	atheacommunitycouncil@gmail.com
Architect Lead	To be provided by the Lead Consultant and the Design Team following appointment		
PSDP			
Building Services Engineer			

Organization/Role.	Name	Telephone	Email
Civil & Structural Engineer	To be provided by the Lead Consultant and the Design Team following appointment		
Quantity Surveyor			

Table 1: Project contact list

1.10 Roles and Responsibilities

Roles and Responsibilities are summarised in table 2 below:

Role	Responsibility
Contracting Authority (CA)	Develop and agree The Project Brief. Appoints the Design Team. Overall responsibility for delivery of the project; sets up communications structure, decides roles and responsibilities, consider change requests, makes decisions.
CA Project Co-ordinator	Overseeing the execution of the project on behalf of the Contracting Authority. Client Representative and Design Team key point of contact.
PSDP	Ensure Compliance with H&S Legislation including coordination of all health and safety activities on site. Develop and maintain Preliminary Safety and Health Plan and Safety File.
Lead Consultant (Architect)	Establish and manage the Integrated Design Team. Coordinate design and activities of all disciplines. Develop and manage programme, risk register and project execution plan. Lead statutory approvals process including discharge of planning conditions, FSC and DAC applications. Prepare tender documentation, administer works procurement. Act as Employer's Representative during construction, coordinate BCAR compliance, manage handover and defects process.
Civil/Structural Engineer	Develop structural design, provide statutory compliance input, prepare drawings and specifications, support tender documentation, review contractor proposals and inspect works during construction.
Building Services Engineer	Develop mechanical and electrical design, support FSC/DAC submissions, prepare drawings and specifications, assist commissioning, testing and handover.
Quantity Surveyors	Cost planning and cost control, value management, procurement advice, pricing documents, tender assessment support, monthly cost reporting, change order management and final account.
Assigned Certifier / Other Specialists	Fulfil statutory and specialist obligations relevant to the project, provide certifications, inspections, surveys and specialist advice as required.

Table 2: Roles & Responsibilities

1.11 Service Requirements and Deliverables

The Integrated Design Team shall provide all services necessary to deliver Stages (ii)b to (v) of the project in accordance with the Capital Works Management Framework, applicable legislation, statutory requirements and professional standards. The principal responsibilities and deliverables are summarised in Table 3.

Project Stage	Key Activities & Deliverables
Stage (ii)b Developed Design	• Review planning-approved scheme • Update cost plan and programme • Update Risk Register • Planning condition discharge • Fire Safety Certificate application • Disability Access Certificate application
Stage (ii)c Detailed Design	• Construction drawings and specifications • Pricing documents / Bills of Quantities • Pre-tender cost estimate • Tender package and procurement documentation • Inspection plan for BCAR compliance • Updated programme and risk register
Stage (iii) Tender Action	• Administer tender process in accordance with public procurement requirements • Respond to tender queries • Evaluate tenders and prepare tender assessment report • Prepare recommendation for award report • Prepare contract execution documentation
Stage (iv) Construction	• Act as Employer's Representative • Monthly progress and site inspection reports • Cost reporting • Change order assessments and recommendations • Contract instructions and certifications • BCAR inspection records and statutory certificates • Commissioning reports • Practical completion documentation
Stage (v) Handover	• Final Account preparation and agreement • Reconciliation of project costs, budgets and change orders • Defects inspections and supervision of remedial works • Issue of Defects Certificate • Submission of final project close-out documentation

Table 3: Service Requirements & Deliverables

The activities and deliverables listed above are not intended to be exhaustive. The Design Team shall provide all professional services, reports, submissions, certifications, inspections, coordination activities and ancillary deliverables necessary for the proper completion of the Project in accordance

with the Capital Works Management Framework, applicable legislation, statutory requirements and the Conditions of Engagement.

1.12 Key Project Stakeholders

All key stakeholders will sit on the Steering Group for the project and will meet regularly to review project progress. Engagement between The Design Team and Key Project Stakeholders will also develop as the project evolves through the various project stages. A list of all currently known key stakeholders, and their roles within The Project, is as set out in Table 4 below.

Stakeholder	Responsibility
Limerick City & County Council	Lead Partner. Limerick City and County Council are responsible for administering the Town and Village Renewal Scheme funding on behalf of the Department of Rural and Community Development and the Gaeltacht.

Table 4: Key Project Stakeholders

1.13 Project Baseline Programme

The construction works for the project should be substantially complete by December 2027. Depending on how the project progresses throughout 2027, this timeline may be relaxed. However, the Design Team shall make every effort to improve on this timeline.

Within 2 weeks of appointment of The Design Team, a detailed project programme is to be developed by The Lead Consultant for presentation and agreement with the Contracting Authority.

The following should be noted:

- End of Stage reports are required to be submitted to the PC at the end of each stage. If these reports verify continued conformity with The Project Brief, The Project Budget and The Project Programme, no approvals are required to proceed to the next stage, excepting below.
- The Contracting Authority's view will be that the Design Team, having submitted a tender for this competition, view the programme submitted as achievable and so the Contracting Authority will not entertain any subsequent discussions in relation to programme delivery issues, after any appointments have been put in place.
- The only formal written authorisations required from the Contracting Authority to progress to the next stage of design are as follows:
 - Stage (ii)c – Request to proceed to tender.
 - Stage (iii) – Request to issue (a) the letter of intent and (b) the letter of Acceptance
- Responsibility rests with The Design Team and The Lead Consultant, in particular, to proactively progress the project through its stages as set out in this document.
- Delivery on programme will be one of the design team performance measurements.

2 GENERAL REQUIREMENTS – ALL STAGES

2.1 Overview

This Project Scope sets out The Contracting Authorities requirements for The Project and consists of all services necessary or desirable for the purposeful delivery of The Project from Stage (ii)b to Stage (v) inclusive. Tenderers must include in their tender submission the necessary resources required to ensure proper delivery of this Project Brief.

2.2 Health & Safety

The Design Team shall fulfil the obligations of the Project Supervisor Design Process (PSDP), Health and Safety Coordinator and Designer under the Safety, Health and Welfare at Work Act 2005 and the Safety, Health, and Welfare at Work (Construction) Regulations 2013 for the duration of the commission. The Design Team shall be aware of the obligations of the Contracting Authority under the Act and Regulations. These obligations include but are not limited to the preparation of appropriate safety plans, method statements and risk assessments to cover all activities involving the presence of labour, plant, or materials on the sites/locations of the works during the performance of the commission. The Design Team shall undertake and fulfil the role of 'Designer', the role of 'Project Supervisor Design Process' (PSDP) and the role of 'Health and Safety Coordinator' and shall be The Contracting Authority appointee under Section 17 of the 2005 Act for all contracts associated with the commission.

The Design Team shall be responsible for the management (regarding Health and Safety) of all works/surveys/assessments to be carried out during the various project Phases. In addition, the Design Team shall assess the competencies of any (sub) contractors/surveyors/designers to carry out the works safely and make any recommendations to the Contracting Authority.

The Design Team shall develop the Preliminary Safety & Health Plan for the scheme. The Design Team shall inspect all proposals, drawings and Traffic Management Plans prior to commencement of works and be satisfied of proposals prior to works commencing. The Design Team shall meet with and notify contractors/surveyors/designers of their safety responsibility prior to them going on site e.g. safe working, wearing of PPE, implementation of traffic management plans, ESB Code of Practice, etc.

2.3 Expenses for Meetings/Presentations/Workshops/Consultations

Tenderers shall include in their tender fee for all costs and expenses (travel, subsistence, etc.) associated with preparing for and attending all meetings, presentations, workshops, and consultations. The Design Team shall also include for expenses associated with the preparation and issue of progress reports, minutes, action/decision lists, programmes, drawings, presentations, displays, information leaflets, reports, financial updates, etc.

2.4 Communication & Reporting

2.4.1 Introduction

The communication plan details all the communications necessary to keep people informed at the correct level. Early, ongoing and proactive communication is considered essential to the successful completion of the project.

2.4.2 Reporting Requirements

The Design Team are required to report as follows through all project stages:

Information Type	Provider	Medium	Frequency & timing	Target
Design Team Minutes / Progress Reports	The Design Team Lead	PDF	Monthly & within 3 days of meeting taking place or as otherwise agreed at the start of each stage	Contracting Authority
End of Stage Report	The Design Team Lead	PDF	For each stage & at a time agreed at start of Stage	Contracting Authority
Prompt Alert on issues that threaten project objectives	Any Design Team Member	Email to PC	As soon as it arises. Design Team are not to wait to raise them in minutes or reports.	Project Co-ordinator (PC)

Table 5: Project reporting

2.4.3 Stage Reports

The Design Team are required to complete a Stage Report at each Project Review prior to progressing to the next Stage. As part of each Stage Report, The Design Team are required to confirm that the proposal as presented complies in full with the Brief of Services and the relevant requirements of that Stage.

2.4.4 Progress Reports

The Lead Consultant, in coordination with The Design Team members as required, shall prepare and issue a monthly report on progress against the agreed Stage programme. The monthly report should include an update on progress against agreed programme milestones, an update on the progress of tasks scheduled for completion by The Design team over last four weeks, a list of upcoming tasks for the month ahead, a list of upcoming decisions required from the Client, an updated risk register and any other business as required.

2.5 Meeting Schedule

Meeting	Chair & Minutes Recorder	Who attends	Purpose	Frequency & type	Output
Commission prestart meeting	Contracting Authority	Design Team, Contracting Authority	Brief The Design Team on project Requirements	Commission award	Minutes issued and agreed within 1 week of meeting
Project Progress meetings	Lead Consultant	Design Team, Contracting Authority, key stakeholders as required	Project progress, technical discussions	Monthly for duration of The Commission Allow for 50% online.	Minutes issued within 3 days via email

Meeting	Chair & Minutes Recorder	Who attends	Purpose	Frequency & type	Output
Design Team meetings	Lead Consultant	Design Team, Specialists as required	Develop & co-ordinate Scheme, resolve issues, manage and report progress.	As required for duration of The Commission. Allow for 50% online.	Minutes issued within 3 days via email
Workshops / Technical Meeting	Lead Consultant	Design Team, Specialists as required, Contracting Authority as required	Discuss and agree detailed technical issues	As required for duration of The Commission. Allow for 50% online.	Minutes issued within 3 days via email
Third part meetings	Lead Consultant	Design Team, Contracting Authority, specialists as required, third parties to the project	Discuss peripheral issues relating to The Project	As required for duration of The Commission. Allow for 50% online.	Minutes if applicable to be issued within 3 days via email

Table 6: Project Meetings schedule

2.6 Surveys & Intrusive Investigations

The Design Team will be responsible for procuring all additional surveys and investigations deemed necessary for the delivery of The Project. The fees associated with the tendering for these surveys and investigations shall be included by Tenderers when preparing their tender fee. The costs of all surveys and investigations will be borne directly by the Contracting Authority, following completion of the surveys/investigations to the satisfaction of the Contracting Authority and on receipt of an appropriate recommendation for payment from The Design Team.

- Intrusive structural investigations
- Testing of mortars, in situ materials etc
- CCTV drainage surveys, etc.

Note: Topographical and measured building survey information will be made available to the Design Team. A bat survey was also conducted in May 2026.

Note: An Asbestos Survey (RDAS) have been conducted and will be made available to the Design Team.

2.7 Direct cost of Surveys & Investigations

The Design Team will be responsible for procuring all additional surveys and investigations deemed necessary for the delivery of The Project. The costs of all surveys and investigations will be borne directly by the Contracting Authority, following completion of the surveys/investigations to the satisfaction of the Contracting Authority.

2.8 Utilities & Service Providers Infrastructure

The Design Team will be required to liaise with all utility and service providers to determine the location, availability and capacity of all existing services, both overground and underground, and to propose any upgrade works required to increase capacity in order to serve the site and to ensure delivery of The Project Brief. Tenderers should include in their tenders the costs of preparing any applications to individual service providers in order to revise or upgrade any existing utilities or make provision for any new services required. Any application fees required to individual utilities will be borne by the Contracting Authority.

2.9 Statutory Approvals

The successful design team will be required to apply for and secure a Fire Safety Certificate and a Disability Access Certificate for the project.

2.10 Procurement Advertisements/Notices

The Consultant shall prepare all e-tenders/ notices/advertisements required to progress this scheme. Advertising/publishing costs to be borne by the Client.

2.11 Quality of Deliverables

The Contracting Authority should not be used as a proofreader for any documentation prepared as part of the Design Team's commission. The Design Team shall ensure that documentation is adequately proofread and checked before issue to the Contracting Authority. Documents shall be issued to the Contracting Authority with adequate time to allow Contracting Authority comments to be considered and incorporated into the final version. The Contracting Authority may withhold payment for milestones if the deliverables are not provided in accordance with the above requirements.

2.12 Project Risk Register

The Design Team shall maintain and regularly update a record of all risks identified as potentially impacting on the successful delivery of The Project. These risks may include delivery risks, statutory stakeholder risks, and third-party service provider risks, among others.

2.13 Progression between Project Stages (Including sub-stages)

Design Team progress between Project stages, including sub-stages, will be subject to Contracting Authority approval. Any design works carried out by The Design Team in advance of approval to do so from The Contracting Authority is entirely at The Design Teams own risk.

The Contracting Authority reserves the right to suspend or terminate the contract at will, in accordance with the Conditions of Engagement.

[End]