

RFT 03/26/GM Works Contractor and PSCS

For

**Apprenticeship Expansion Project Construction
and Refurbishment Works**

At

Atlantic Technological University Connemara 2026

**WORKS REQUIREMENTS DOCUMENT
VOLUME A**

Date: July 2026

Job No. 72153

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SECTION 01

PRELIMINARY PARTICULARS

01. PRELIMINARY PARTICULARS

The project consists of the refurbishment of the existing rooms Machine Halls 1 & 3, Computer Lab, circulation/stairway space and first floor Design Studio F01, staff offices F05 & F10 at Atlantic Technological University, Connemara

Letterfrack, Co. Galway as set out in the works requirements drawings, specifications and schedules. The proposed development will consist of works to existing computer labs, workshops, stairway and teaching spaces. The project includes works to the existing internal walls, provision of new floor and wall finishes, installation of a platform lift, upgrade of mechanical and electrical services to the proposed areas, and all staff and ancillary accommodation and associated internal works.

The University will not be vacated for the duration of the works, only the work zones.

CONTRACT PRELIMINARIES

The detailed Project Preliminaries are included as part of these Works requirements and are included in Volume A as set out below.

PROJECT TEAM:

Client:

Atlantic Technological University
Connemara Campus,
Letterfrack, Co. Galway, H91 AH5K

Design Team

Architects & Assigned Certifiers:

Taylor McCarney Architects
Breaffy Road, Castlebar, Co. Mayo F23 AE48
Tel. 094 9021988
Email: info@taylormccarney.ie

Quantity Surveyors:

Currie & Brown
3rd Floor Cathedral Court New Street South,
Dublin, D08 C525
Tel: 01 284 3300
Email: neil.colin@curriebrown.com

Services Consultants:

WIECS Engineering Ltd
Stone Cottage, Kinnock, Kilsallagh,
Westport, Co. Mayo
Tel: 087 248 7029
Email: fergusdoran@gmail.com

PSDP:

Taylor McCarney Architects
Breaffy Road, Castlebar, Co. Mayo F23 AE48
Tel. 094 9021988
Email: info@taylormccarney.ie

SECTION 02
PHASING

02. PHASING

The Contractor shall carefully programme and sequence the Works to accommodate the operational requirements of the building and the availability of the various work areas. The following phasing and access constraints shall be taken into account when preparing the Construction Programme and tender submission.

1. Upper Floor – Two Office Areas

The two office areas located at first-floor level will be made available to the Contractor from **18 December 2026 to 18 January 2027**.

Notwithstanding this period of availability, the works within these areas shall be undertaken between **4 January and 18 January 2027**. The Contractor shall allow for all necessary mobilisation, protection, temporary works, completion and removal of temporary arrangements within the available period.

The Contractor shall coordinate with the Employer and building users to ensure that the areas are fully available for occupation following completion of the works.

2. Acoustic Wall

The works associated with the acoustic wall may be undertaken during either of the following periods:

- **Halloween week 2026**; or
- **4 January to 18 January 2027**.

The Contractor shall programme the works to suit one of these periods and shall coordinate the proposed timing with the Employer in advance.

3. Lift Works

The lift installation works may be undertaken during either of the following periods:

- **Halloween week 2026**; or
- **4 January to 18 January 2027**.

The lift installation may, subject to prior agreement and notification, be undertaken over an extended weekend. The Contractor shall provide adequate advance notice of any such proposal and agree the detailed arrangements with the Employer prior to commencing the works.

4. Machine Hall 3

Machine Hall 3 will be **vacant and not in use** following the relocation of the existing machinery to the undercroft. The area is expected to be available to the Contractor from the **end of September 2026**.

Subject to confirmation of the area being vacated, the works within Machine Hall 3 may therefore be undertaken **at any time from the end of September 2026 onwards**.

The Contractor shall nevertheless coordinate access and commencement dates with the Employer and shall ensure that the area is appropriately protected and segregated from adjoining operational areas.

5. Machine Hall 1

The works within Machine Hall 1 may be undertaken during either of the following periods:

- **Halloween week 2026**; or
- **4 January to 18 January 2027**.

The Contractor shall programme these works to coincide with one of the above periods and shall coordinate the proposed works with the Employer in advance.

General Phasing Requirements

The Contractor shall allow within the Construction Programme for the above access restrictions and availability. The Contractor shall fully understand the phasing requirements and make adequate provision within the Tender for all associated mobilisation, demobilisation, temporary protection, segregation, coordination and sequencing requirements.

There will be no additional costs or extensions of time arising from a failure to adequately allow for the stated access and phasing constraints.

SECTION 03
INSURANCES

03. INSURANCES

The Contractor shall indemnify the Atlantic Technological University against all claims arising from the execution of the Works that are the subject of the Contract and shall maintain all necessary insurances for the duration of the Contract in accordance with the requirements of PW-CF6 Clause 10. The Contractor shall provide evidence to the Employer that all insurances required by the Conditions of Contract are in place prior to the commencement of the Works. The insurances shall be kept in place for the periods required by the Conditions of Contract.

The Employer's Liability and Public Liability levels of cover and excess shall provide the minimum levels of cover and excesses set out in the proposed Schedule to the Contract.

The policy required by PW-CF6 Clause 10.3 (hereafter referred to as the 'All – Risks' policy) shall provide insurance cover of an amount not less than the total contract amount plus a minimum of 30% to allow for Value Added Tax, fees and site clearance costs. The 'All Risks' policy shall name the Atlantic Technological University as a 'co-insured'.

Particular attention is drawn to the provisions requiring the All-Risks and the Public Liability policies to name the Employer as co-insured and for the Contractor's policy providing Employer's Liability cover to indemnify the Employer against the same liability that is provided by the policy for the Contractor.

04. THE SITE

The proposed refurbishment works are located within the mature, landscaped grounds of the ATU Connemara Campus which includes a historical protected structure dating from 1887. The Campus comprises building infrastructure from different eras; 1887, 1940s, and a section of built in the 1990s. The infrastructure from 1887 makes up the majority of the campus. This fabric, by its nature, requires a rolling input of extra preventative maintenance.

The entire works and extent of the site outlined on drawing No. SHW-01 will be made available to the works contractor for the duration of the works.

The Contractor will be required to produce a Traffic Management Plan setting out procedures for staff and material ingress / egress with due regard for all University / vehicular, pedestrian and emergency vehicle movement.

The contractor's compound is located as highlighted on Drawing No. SHW-01.

The contractor is to take cognisance that the access route from builder's compound is a shared zone with the following activities:

- Fire evacuation routes
- Delivery vehicles
- Student activities
- General activities and car parking

The contractor is to carry out the works in such a manner as not to restrict or impede the above functions.

The contractor is to take cognisance that the site is a fully operational higher education Technological University with vehicular and pedestrian movement and the contractor is to ensure that the works are carried out in full compliance with all current health and safety legislation.

The Contractor is to be aware that this access route is shared with the Campus Service Access. A safe route to the University buildings must be maintained. The contractor is not to block, impede, soil, store materials or excavate this right of way without production of a written Method Statement and written approval of same from the Client / Design Team.

The Contractor to take cognisance of all student movement routes, access points and all emergency exit points from all surrounding buildings and to ensure that these are kept clear, clean and free of all blockages at all times and adequate general and emergency lighting is to be maintained.

SECTION 05
DRAWINGS, SPECIFICATION,
SCHEDULES AND REPORTS

05. DRAWING, SPECIFICATION, SCHEDULES AND REPORTS

Contractor shall carry out the works as drawn, stated or specified in the tender documentation, or latest addition of same or inferred therein, and in accordance with documentation as listed below:

- Preliminaries to the Contract
- Taylor McCarney Architect's Works Requirements Drawings, Specification and Schedules
- WIECS Engineering Ltd Consulting Engineers' Works Requirements Drawings, Specifications and Schedules
- Refer to Preliminary Health and Safety Plan included under separate cover.

Client :	ATLANTIC TECHNOLOGICAL UNIVERSITY	Job No. :	72153
Project:	C&J APPRENTICESHIP EXPANSION	Date :	30.07.2026
Location:	ATU CONNEMARA, LETTERFRACK	Revision:	P8.0

TMA - DRAWING REGISTER1									
SHEET NUMBER								CURRENT REVISION	SHEET NAME
72153	ZZ	10	XXX	SP	TMA	AR	0001	P8.0	ARCHITECTURAL SPECIFICATION
72153	ZZ	10	L00	DR	TMA	AR	10001	P8.0	GROUND FLOOR - PROPOSED
72153	ZZ	10	L01	DR	TMA	AR	10002	P8.0	FIRST FLOOR - PROPOSED
72153	ZZ	22	L00	DR	TMA	AR	22002	P8.0	GROUND FLOOR - PROPOSED WALL TYPES
72153	ZZ	22	L00	DR	TMA	AR	22003	P8.0	GROUND FLOOR - PROPOSED WALL TYPES
72153	ZZ	42	L00	DR	TMA	AR	42002	P8.0	GROUND FLOOR - PROPOSED FINISHES
72153	ZZ	42	L01	DR	TMA	AR	42003	P8.0	FIRST FLOOR - PROPOSED WALL FINISHES
72153	ZZ	42	L01	DR	TMA	AR	43003	P8.0	FIRST FLOOR - PROPOSED FLOOR FINISHES
72153	ZZ	06	ZZZ	DR	TMA	AR	06001	P8.0	SHW - SITE PLAN

WIECS Engineering Ltd

Boheh
Liscarney
Westport
Co Mayo

Ph 00353 (0)87 2487029
Email fergusdoran@gmail.com

Issue Schedule M&E Tender

Project Title	Atlantic Technology University Letterfrack		Date	14 Sept 026
		Quantity		
Issued to				
ATU	Tender Package	1		

[illegible]

SECTION 06
FORM OF CONTRACT

06. FORM OF CONTRACT

- 06.01 The contract will be the Public Works Contract for Building Works Designed by the Employer, Document Reference PW-CF6 published on <http://constructionprocurement.gov.ie/contracts> on the date 10 days before the latest date for receipt of tenders (disregarding any amendments posted on that date), unless tenderers are otherwise instructed prior to tender submission.

Definitions provided in the Conditions of Contract shall have the same meaning in the Preambles.

Amendments to the published document are listed below.

06.02 Inconsistencies

In the event of there being an inconsistency between Contract documents, the tenderer shall observe the order of precedence as set out in the Conditions of Contract (ref CI 1.3.1). In the event of there being an inconsistency between figured and scaled dimensions, the figured dimensions shall prevail. All apparent inconsistencies shall be raised with and clarified by the Employer's Representative before the Contractor orders materials or commences work.

06.03 Unpriced Items

Unless otherwise stated in the tender documentation, any item left unpriced shall be deemed to be included for in the tender and the cost of the item shall be deemed to be spread across and included in the rates generally.

06.04 Contract Date, Starting Date and Date for Substantial Completion

The date for Substantial Completion shall be the date arrived at after the time allowed for completing the works is measured from the Contract Date. The 'Starting Date' shall not be the basis of calculating the date for Substantial Completion.

06.05 Proprietary names

Wherever a proprietary name is used to specify a material or process it shall be deemed to have the term 'or equivalent' appended to it.

Where a material or process is described by reference to its proprietary name the name is used to indicate the standard of construction, appearance, ease of maintenance and durability acceptable to the Employer's Representative. The Employer's Representative will approve the use of alternatives where such alternatives are shown to equal or surpass the qualities of the product or process specified. Accordingly proprietary names wherever mentioned in the Specification, Schedule of Rates or on the drawings shall be deemed to mean the provision of the named product or process or an approved alternative.

06.06 Tax clearance certification

The award of the Contract will be conditional on the selected tenderer being in a position to produce a valid 'Subcontractor's Notification of Determination' issued by the Revenue Commissioners' eRCT system. The Notice shall be not more than 30 days old on the date that it is provided.

Where the 'Notice' states that tax is to be deducted from the tenderer at the rate of 35% then the tenderer shall be deemed unacceptable for the award of the Contract and his tender shall be deemed invalid.

A tenderer asked to produce a 'Notice' shall be allowed ten working days to do so after which, should he have failed to do so, he may be deemed to have withdrawn his tender.

The tenderer shall be responsible for all costs incurred by him in obtaining a 'Subcontractor's Notice of Determination'.

The Employer is obliged to withhold tax from the Contractor in accordance with the instructions of the Revenue Commissioners at the rate determined by them as appropriate for the Contractor at the time any payment is due to be made.

In addition to the Notice referred to above, a copy of the tenderer's Tax Clearance Certificate will also be required.

06.07 Tender documents only for intended recipient – confidentiality of competition and material

Tender documents are intended for the specific party to whom they are intended to be issued. The Employer will only consider tenders received from parties specifically invited to submit a tender and unsolicited tenders will not be taken into consideration in the assessment process.

The tenderer is required to treat the details of the 'Works Requirements', the ITT document and all supporting information provided to them in connection with the competition as confidential. The tenderer's involvement in the tender competition, the details of the work that it is proposed to carry out and the current or intended use of the structures involved may not be released to third parties except for purposes directly associated with submitting a tender. Information provided by the tenderer to potential suppliers and subcontractors for the purpose of obtaining a price shall be restricted to the minimum required to allow them an appreciation of the service or materials required from them.

Any breach of the above requirement may result in the invitation to tender being withdrawn and, in the event of the breach coming to light after the submission of a tender, the relevant tender submission may be excluded from consideration by the Employer and treated as invalid.

All design material made available to a tenderer / Contractor is to be treated as sensitive information and is to be stored securely by them. Copies, whether paper or electronic, are only to be created where a valid requirement exists and their circulation is to be controlled to ensure that only those requiring sight of the content for valid reasons associated with tendering and / or constructing the project receive them.

06.08 Pay and Conditions of Employment

In order to be considered for the award of the Contract, a tenderer must confirm by completing the declaration included with the Tender Documents that their firm complies with its obligations under sectoral employment orders, employment regulation orders and registered employment agreements, where applicable, registered under the Industrial Relations Acts 1946 – 2015 and is also in compliance with the National Minimum Wage Act.

Where the work to be carried out under the Contract falls within the scope of work specified in an applicable Sectoral Employment Order, Employment Regulation Order or Registered Employment

Agreement, and the Order or Agreement requires some or all of the Contractor's Personnel to be enrolled in the Construction Workers' Pension and Sick Pay Scheme, the tenderer must show that their firm is a fully paid-up member of the Construction Workers' Pension and Sick Pay schemes or an alternative satisfying the requirements of the relevant Order / Agreement. A tenderer asked to do so shall promptly submit contribution receipts or other evidence of membership acceptable to the Employer. Any tenderer unable to provide evidence of being in compliance with their obligations may be deemed to have withdrawn their tender. A Contractor required to be a member of the Pension and Sick Pay Schemes shall remain in membership of them for the duration of the Contract.

A tenderer claiming exemption from the requirement to be a member of the Construction Industry schemes on the basis of not directly employing persons eligible for membership of them shall be obliged to provide a detailed proposal of how they intend to have the Works carried out, including how the required labour is to be sourced. Any tenderer proposing to subcontract the entirety of the Works shall be excluded from further consideration and their tender shall be deemed to have been withdrawn. A tenderer proposing to subcontract some elements of the work shall provide details of the planned extent of the subcontract arrangements and, where the arrangements are broadly acceptable to the Employer, commit to the intended subcontractors being in membership of the Construction Industry Pension and Sick Pay scheme where the work to be so subcontracted falls within the scope of the sectoral employment orders, employment regulation orders and registered employment agreements, where applicable, registered under the Industrial Relations Acts 1946 – 2015.

06.09 Performance bond
Not required

06.10 Prompt Payment of Accounts
The provisions of the European Communities (Late Payment in Commercial Transactions) Regulations 2002 concerning the prompt payment of amounts due in commercial transactions shall apply to all sums payable to or by the Contractor or any subcontractors or suppliers for work or items supplied for this project. Attention is also drawn to the Construction Contracts Act 2013.

06.11 Value Added Tax
The tender shall be submitted on the basis that the tender amount includes all VAT that the Employer will be obliged to pay to the Contractor. VAT to be paid directly to the Revenue Commissioners in accordance with the Reverse Charge VAT Regulations shall be excluded from the Tender Sum.
Tenderers shall list separately the items included in the tender amount that are liable for VAT at rates other than the special building rate (13.5%) to allow for the calculation of the Employer's total VAT outlay on the Contract. The Employer reserves the right to seek advice from the Revenue Commissioners on the accuracy of the VAT allocations shown and, in the event of a dispute, the opinion of the Revenue Commissioners on the VAT rate appropriate to any item of work shall be final.

During the Contract, payment amounts due to the Contractor shall be invoiced on the following basis:

- The amount due to the Contractor that carries a VAT liability of 13.5% shall be invoiced separately from any other amounts due. This invoice shall be clearly marked with the statement 'VAT ON THIS SUPPLY TO BE ACCOUNTED FOR BY THE PRINCIPAL CONTRACTOR'

- Amounts due to the Contractor that carry no VAT liability, or are liable at rates other than 13.5%, shall be invoiced on separate invoices that identify the VAT liability on the nett amount invoiced and states the total amount due for payment.

Applications for payment and valuations of Compensation Events shall identify the items of work that carry a VAT liability at rates other than 13.5%, stating the rate applicable.

Where the cost of any items are VAT exempt or zero rated for VAT purposes, the relevant items shall be itemised and the amount of the liability at this rate shall be clearly identified.

In the event of a VAT liability arising for the Department on work or services provided by a party not registered for VAT in the Republic of Ireland, the invoices shall be submitted on a VAT exclusive basis and clearly marked to show that all VAT due on the supply will be returned by the Department directly to the Revenue Commissioners. Nonetheless, the Contractor will be required to provide all information required for the calculation of the VAT liability.

06.12 Freedom of Information Legislation

The Department undertakes to use its best endeavours to hold confidential any information provided by the tenderer subject to the Department's obligations under law, including the Freedom of Information Act, 1997 and its amendments.

Should a tenderer wish that any of the information supplied by him with the tender submission should not be disclosed because of its sensitivity the tenderer shall, when providing the information, identify same and specify the reasons for its sensitivity. The Department will consult with the tenderer about this sensitive information before making a decision on any Freedom of Information request received.

06.13 Publication of tender information

Tenderers are advised that the Employer is obliged to circulate the name and address of the Contractor awarded the work, the type of work involved and the address of the site to a nominee of the Irish Congress of Trade Unions (ICTU).

Submission of a tender shall be deemed to confirm the tenderer's acceptance that he agrees to the circulation by the Department of the above information. Any tender which is accompanied by a statement stating or implying that the tenderer does not agree to the release of the above information shall be deemed to have been qualified and may be treated as an invalid tender.

06.14 Currency to be used in pricing the Works

All prices and rates shall be deemed to be denominated in Euros (€).

06.15 Asbestos Containing Materials (ACMs) encountered on site

Where asbestos is known to be present in an area on which work is to be carried out as part of a project, the procedures for dealing with it are set out in the tender documentation.

Where the tender documents do not provide for the presence of asbestos and the Contractor encounters any material suspected of containing it - or where asbestos is found or suspected to be present in areas not identified in the tender documents - work shall be immediately suspended in its vicinity and no other work shall be carried out which might expose either the Contractor's personnel or third parties to contact with the suspect material or risk releasing it into the environment.

The Employer's Representative shall be informed immediately, and his instructions awaited. If any of the material has been disturbed, the area possibly contaminated shall be sealed off, all personnel excluded from the area and the Employer's Representative's instructions sought.

Work on ACMs shall be carried out in accordance with the appropriate legislation and regulations and with the published guidance of the Health and Safety Authority.

06.16 Electrical Subsystems Certification

All electrical sub-systems shall be certified as having been carried out in compliance with the requirements of the ETCI Wiring Regulations in force at the time the Works are completed.

Copies of the ETCI Subsystems certificates, accompanied by the relevant test results, shall be included with the ETCI Completion Certificate in the Health and Safety File for the project.

In the event of the Contractor failing to secure Subsystem certificates for all items of equipment, then the Contractor shall be liable for the cost of having the systems tested, remedied as necessary and certified. The tender figure shall be deemed to include for all costs incurred by the Contractor in providing the appropriate documentation.

06.17 Private Security Authority Licence

All providers of security alarm installations and CCTV installations to the project shall be licensed by the Private Security Authority (PSA) in accordance with the provisions of the Private Security Services Act, 2004

06.18 Fire Certification and Marking

The Contractor shall, immediately prior to Substantial Completion, certify that the Works carried out by the Contractor's Personnel has been carried out in such a way as to ensure that the integrity of the fire zones within the building has been maintained and that all fire barriers, control elements, coatings and alarm systems have been provided and installed in compliance with the relevant Standards.

All fire-resistant coatings such as intumescent paints shall be clearly identified with an engraved plate identifying the designed fire rating and specifying that no paint or other decorative coatings shall be applied to the coating without the prior agreement of the person with maintenance responsibility for the building. The locations for the plates shall be instructed by the Employer's Representative.

All fire rated doorsets with non-metallic leaves shall be permanently identified in accordance with the requirements of BS 8214:1990 identifying the period of fire resistance, the manufacturer's name and address, the year of manufacture and other pertinent details. These details shall be engraved on a metal plate, fire resistant to 800oC, which shall be fixed to the hinge stile of the door leaf near the top edge and shall be clearly legible. Every fire door (i.e. the complete fire door assembly) shall be supported by a fire test report from an accredited laboratory (see Technical Guidance Document D of the Building Regs) that indicates that the complete assembly will meet the required performance.

07. MODEL FORMS

- 1.4 Letter of Acceptance
- 1.6 Performance Bond.
- 1.7 Parent Company Guarantee (If applicable)
- 1.10 Appointment of Project Supervisor for Construction Stage only.
- 1.11 Professional Indemnity Insurance.
- 1.12 Collateral Warranty
- 1.13 Rates of Pay and Conditions of Employment Certificate.
- 1.31 Site Closure Cost Supplement

These and other relevant Model Forms are available for download from the Construction Procurement website: www.constructionprocurement.gov.ie

SECTION 08
RESTRICTIONS AND OBLIGATIONS

08. RESTRICTIONS AND OBLIGATIONS

The existing building historic and to be retained including its interior, surrounding land, and any other structures on the land, are preserved.

The successful contractor will be required to take extreme care with all aspects of the work to ensure that all existing elements of the existing structure, not scheduled for removal, are preserved and that all new elements of the work are carried out as set out in contract documents. All work must be consistent with and sympathetic to the building's historic nature. The successful main contractor will be required to ensure that all other contractors, operating on the site during the course of the contract, comply with the above requirements.

Any doubt in relation to any matter must be referred to the architect immediately for written direction.

The works contractor shall have due regard for all campus activities adjacent to the works and ensure that all construction works are carried out by methods which protect the Health and Safety of all personnel involved on, or contiguous to the site together with all property, building, landscapes and rights of access to other parties. The adjacent buildings will be occupied during the works. Access for works to site utilities outside the confines of the lands made available to the contractor will be restricted and will be subject to approval of written method statements by the Employer.

The contractor is to note, the requirement to maintain the following access routes at all times:

- all fire escape routes from the buildings.
- all delivery vehicles routes.
- emergency vehicle routes.
- general access roads within the campus grounds.

Working hours shall be as set out in the preliminaries unless agreed otherwise in writing by the Employer.

It will be deemed the Works Contractor has visited site and fully ascertained the extent of the works required and the restrictions associated with working within a university campus and that the tender price has included for this work to be executed in a restricted manner.

SECTION 09
HEALTH AND SAFETY
APPOINTMENT OF PSCS

09. HEALTH AND SAFETY – APPOINTMENT OF PSCS

09.01 Appointment of Project Supervisor at Construction Stage (PSCS). The main contractor is to include for the following items in relation to their role as PSCS.

- 1) The main contractor must assist the PSDP where required to allow the PSDP comply with the Safety, Health and Welfare at Work (Construction) Regulations, 2013.
- 2) Following appointment as PSCS, the main contractor must develop the safety and health plan, including updating it with design information passed on by the PSDP.
- 3) The main contractor must deliver a safety file, prepared on a preliminary basis, to the PSDP prior to Substantial Completion. Note on this project, existing hard copy of the Block B hard Safety File is to be replaced with 2 hard copies of the fully integrated Safety Files for the entire Block B (including Extension E01).
- 4) The main contractor must provide in writing to the PSDP all relevant information so that the PSDP can complete the safety file. The PSCS must co-ordinate arrangements among contractors so that all Safety File information is promptly supplied to the Project Supervisor for the Design Process (PSDP).
- 5) The main contractor shall arrange for all specialist and temporary works designers to attend meetings with the PSDP and the PSCS in order to co-ordinate the designs to ensure that all of the designs are compatible and comprehensive, for all of the contract works. These specialist designers shall be identified by the contractor within 7 days of being requested to do so prior to acceptance of the tender. The Contractor has a duty to employ a competent person for the design of all temporary works that arise in the project. The contractor should also appoint a competent Temporary Works Engineer for the project. Prior to the commencement of any temporary works design, the PSDP is to be informed in advance setting out in particular: a) the types of temporary works, b) anticipated interface with any permanent works, c) permanent works design information and assumptions required, d) programme for design of the works e) programme for the erection of the works. NB: No temporary works erections are to commence on site without informing the PSDP in advance and without the sign-off by all parties of the relevant Temporary Works Design Certificate.
- 6) The main contractor must promptly provide Method Statements setting out detailed methods of construction for any elements where particular risk, residual risks or construction methods have been identified in the Preliminary Safety and Health Plan.

- 7) The main contractor must provide a Traffic Management Plan which should include specific details of guarding, lighting and signage and qualified supervision of the temporary traffic arrangements that will allow the building to be used as normal.
- 8) The PSCS / main contractor shall promptly report to the PSDP any unforeseen conditions arising on site which may affect design.

09.02 Please note that the Preliminary Safety & Health Plan which has been compiled by the PSDP and is included as a separate document at Appendix 3 – Additional Information.

The Project Supervisor Construction Stage will be appointed utilising the Appointment of Project Supervisor Construction Stage Standard Model Form 1.10 noted in Section 8 of this document.

Tenderers must complete the Declaration of Competence as Contractor and as Project Supervisor Construction Stage form included in the tender documents and return in digital format with their tender.

SECTION 10
CONTRACTOR'S DOCUMENTS

10. CONTRACTOR'S DOCUMENTS

10.01 Documentation required back from the Contractor as part of tender documentation:

- The priced Pricing Document.
- The completed Form of Tender and Schedule.
- Outline Programme for the works. A detailed Construction programme will be required from the successful contractor before the starting date.
- Sample Method statements as outlined in Section 12 of this document.
- Methodology for carrying out BC(A)R inspections
- Parent Guarantee Bond (if applicable)
- Confirmation that the contractor can obtain a Performance Bond as set out in the Works Requirements.
- Confirmation in writing of relevant insurances as set out in the Works Requirements
- Confirmation in writing agreeing to issue all relevant Model Forms 1 – 19, where applicable.
- Completed Declaration of Compliance with relevant Sectoral Employment Orders and other relevant employment legislation in hardcopy format.
- Completed Revenue Information and Electronic Funds Transfer (EFT) in hardcopy format.
- Completed Freedom of Information Act Declaration Form in hardcopy format.

The following information must be provided prior to substantial completion of the works.

Maintenance Records

The contractor shall ensure that “as built” record drawings, instruction manuals and test certificates are prepared on an on-going basis for inclusion in the Safety File to be handed to the Project Supervisor Design Process (PSDP) prior to substantial completion.

The contractor shall give to the Employers Representative at Substantial Completion stage, two copies of all manufacturer's, supplier's and subcontractor's maintenance instructions.

The contractor shall provide the Employers Representatives with two copies of drawings on completion showing the works as constructed, including locations of all underground services and mechanical and electrical services as applicable in hard copy and digital format.

The contractor shall include for complying with and shall provide all information required contained in the Atlantic Technological University Standard Specification for Digital Project Safety File for Construction Handover Documentation'.

OPERATION / MAINTENANCE OF THE FINISHED BUILDING

The Building Manual

The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the Architect for checking and for delivery to the Employer.

Notwithstanding the provisions of the Contract in respect of the release of the first moiety of the retention balance upon the issue of the Certificate of Substantial Completion, no such release of retention shall be made until the building file and safety file has been prepared to the satisfaction of the Architect and is in the possession of the Employer.

Contractor to provide 2 no. hard copy of the Operation & Maintenance manuals and Safety File, plus digital Safety File prepared by Zutec (or equivalent which is compatible with Employer's existing system).

The Safety File should contain the following information as a minimum:

- As-built Construction Drawings, Specifications & Bills of Quantities used and produced throughout the design and construction process;
- General Design Criteria;
- Details of equipment and maintenance facilities within the structure;
- Maintenance procedures and requirements for structure;
- Manuals, Certificates, produced by specialist contractors and suppliers which outline operating & maintenance procedures and schedules for plant & equipment installed as part of structure, e.g. kitchen equipment, electrical & mechanical installations and window & door installations;
- Schedule of fire doors with door reference numbers and periods of fire resistance including a copy of the relevant fire test certificates.
- Details of the location and nature of utilities and services including emergency and firefighting systems.
- As-built finishes schedule detailing all wall, floor and ceiling finished to each area with product and colour references.
- Names and contact details for all manufacturers of all materials and products used in the works.
- Building Control (Amendment) Regulation Ancillary Certificates.

The Manual is to consist of the following three parts, sub-sectioned as appropriate:

- Part 1: GENERAL INFORMATION: Information being provided to the contractor by the Architect.
- Part 2: BUILDING FABRIC INFORMATION: Plus certain as-built drawings and other information provided by the contractor.
- Part 3: BUILDING SERVICES INFORMATION: Plus certain as-built drawings and other information provided by the contractor.

A complete draft of the Manual & Safety File must be submitted not less than two weeks before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit to the Architect. Do not proceed with production of the final copies of the Manual until authorised to do so by the Architect.

The Health and Safety File

The contractor is required to facilitate the PSDP in the compilation of the comprehensive Digital Project Safety File (DPSF) all in accordance with the requirements stated in the Invitation to Tender Document. Once the PSDP has compiled all information for the Safety File the main contractor must include for digitising the file.

THE BUILDING MANUAL PART 1: GENERAL INFORMATION

The Building Manual Part 1 : General Information must include:

- A description of the buildings.
- Details of ownership and all Consultants and Designers.
- Details of all Authorities plus copies of all consents and approvals obtained.
- Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturer's.
- Any operational requirements and constraints of a general nature which are not relevant to other parts of the Building Manual.
- The Fire Safety Strategy for the building(s) including drawings showing emergency escape routes, location of emergency and fire fighting systems, services shut off valves, switches etc.

THE BUILDING MANUAL PART 2: BUILDING FABRIC INFORMATION

Provide such information as is reasonably required by the Planning Supervisor including:

- Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance of demolition for all contractor designed work and specified work.
- As-built drawing recording details of construction for all contractor designed work and performance specified work.

- Copies of manufacturer's current literature for all products for which the particular proprietary brand has been chosen by the contractor, including COSHH dated data sheets and manufacturer's recommendations for cleaning and maintenance.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturer's.
- Copies of all test certificates and reports required in the specification.

THE BUILDING MANUAL PART 3: BUILDING SERVICES INFORMATION

The Building Manual Part 3: Building Services Information must include:

- A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- A description of the mode of operation of all systems including services capacity and restrictions.
- Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
- A photo-reduction of all record drawings to A3 size together with an index.
- Legend for all colour-coded services
- Schedules (system by system) of plant, equipment, valves etc. stating their locations, duties and performance figures. Each item must have a unique number cross-referenced to the record and diagrammatic drawings and schedules.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturer's technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed specifically for the project, excluding irrelevant matter and including details drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, work tests, start and commissioning tests) for the installations and plant, equipment, valves etc used in the installations.
- A copy of all manufacturer's guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Starting up, operating and shutting down instructions for all equipment and systems installed.
- Control sequences for all systems installed.
- Schedules for all fixed and variable equipment settings established during commissioning.
- Procedures for seasonal changeovers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Lubrication schedules for all lubricated items.
- A list of normal consumable items.

- A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
- Procedures for fault finding.
- Emergency procedures, including telephone numbers for emergency services.

Presentation of Building Manual

The Manual is to be contained in a series of A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the Manual where larger than A4, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as-built drawings may form annex(es) to the Manual.

Training of Employer's Staff

Before Substantial Completion explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual. Include for not less than two operating days for this purpose. Contractors shall ensure that full instructions to the Employer's staff is given to at least 3 no. individuals at managerial level and is signed-off appropriately.

Spare Parts

The contractor is required to purchase spares for the following:

- 2% of every type of lamp in the project
- Carpet tiles, 1 no. box for each colour
- Wall tiles. 1 no. box for each colour
- Ceiling tiles, 1 no. box for each colour
- All spares as identified in the mechanical works requirements
- All spares as identified in the electrical works requirements

All spares must be clearly labelled as to their host device.

SECTION 11
REPORTS / METHOD STATEMENTS

11. REPORTS / METHOD STATEMENTS / WORK PERMITS

11.01 The main contractor is to provide the following information / reports when requested to do so by the Employers representative:

- A Construction Programme – to be in critical path format and to include dates for issuing and signing-off shop drawings, ordering and delivery of materials, start on site and progress on various elements within the main contract and all subcontracts. Latest dates for information required from design team should also be indicated. This programme to be produced prior to contract signing and to be kept fully updated during the course of the contract. Responsibility for programming and coordinating all subcontractors work lies with the Works Contractor.
- A Procurement Schedule – to be linked to the construction Programme
- Programme Review – At each site meeting. Progress to be reported in terms of target percentage and actual percentage achieved for each of the building elements and also graphically on the bar chart programme. Contractor to provide progress reports in accordance with Clause 4.10 of the contract.
- Main contractor to issue Request for Information sheets as and when the need arises, but adequate notice to be given to Design Team – minimum two weeks. This must be linked to the contractor's procurement schedule.
- Contractor's labour statistics and projections to be available for inspection on request – only in the event of programme slippage. Contractor to cooperate with, and furnish regular reports on manpower / machinery and other plant to the Employer's Representative.
- Advance notice (at least 7 days) of specific items requiring site inspection or samples to be reviewed to be given by the main contractor to the Design Team.

Main contractor is to report on Health and Safety – related issues at each site meeting. This is to include any accidents, visits by the HSA, inspections by the contractor's in-house Safety Officer and any findings / remedial work involved.

Shop drawings shall be required, but not limited to, the following specialists:

- Mechanical works
- Electrical works.
- Architectural Metalwork.
- Specialist Joinery.

Note: 3D visualization drawings will not be accepted as shop drawings for sign-off. All shop drawings to be 2D drawings – fully dimensioned and to an appropriate scale.

Programme to be in critical path format and to include: date for issuing and signing shop drawings, ordering and delivery of materials, start on site, progress on various elements within main contract and all subcontracts. Latest dates for information required from Design Team.

11.02 METHOD STATEMENTS

Method Statements

All works external to the Builder's Compound which interfaces with Atlantic Technological University services or infrastructure will be subject to a Method Statement and Atlantic Technological University work practices unless specifically agreed otherwise in writing.

The Works Contractor shall submit detailed method statements for approval for the following works:

- The demolition of the areas of the existing building scheduled for demolition.
- Traffic Management Plan for the works (required prior to commencement of works) to take cognisance of the contractor's possession of the site.
- Proposed works within the existing occupied buildings.
- Works at the interface between existing occupied buildings and new rooms/workshops
- Dust screens – location of dust / fire / acoustic screens.
- Demolition of existing partitions
- Segregation, handling and removal of all debris and waste material in accordance with Local Authority statutory requirements.
- Methodology for carrying out BC(A)R Inspections
- Erecting Hoarding when access is required to the occupied building.
- Erecting scaffolding
- When interfacing with existing mechanical, electrical or IT services
- When interfacing with existing underground drainage services.

The suggested format for the Method Statement is as follows:

1) Description of the works, including:

- (i) Extent of works
- (ii) Sequence of the works
- (iii) Time – when it will start
- (iv) Location – a drawing indicating where it will happen
- (v) Methods – how it will be executed
- (vi) Duration – how long the works will take

2) Resources required:

- (i) Personnel and their training
- (ii) Plant and equipment
- (iii) Supervision – by whom – name

- (iv) Materials

3) Assessment of Significant Risks for all Tasks including:

- (i) Access / egress
- (ii) Hazardous materials, noise, manual handling
- (iii) Place of work
- (iv) Others at risk, i.e. to the public

4) Control measures to be used including:

- (i) Permits to work / access
- (ii) Security
- (iii) Special training i.e. confined spaces, tower erection, use of plant etc.

5) Personal Protective Equipment

- (i) Clearly set out the PPE that must be used.

6) Temporary Amended Systems

- (i) Traffic routes, fire arrangements, temporary services, changes to a previous method statement.

7) Who the information has / will be submitted to

- (i) Checking, review and updating provisions
- (ii) Change requirements
- (ii) Confirmation of operatives' brief

8) Monitoring and Compliance

- (i) Monitoring by whom and when
- (ii) Enforcement – how –by whom

Material Safety Data Sheets (MSDS) for the materials that they will be using should also be submitted with the method statements.

SECTION 12
WORK PROPOSALS

12. WORK PROPOSALS

Include all items listed in Appendix 1, Instructions to Tenderers Document, plus all items listed below:

12.01 As part of the work proposed the main contractor is required to submit the following information as part of his work proposals:

- Outline Programme required describing the sequencing of carrying out each element of the works.
- Details of the Contractor's initial management arrangements for performing its Contract responsibilities, including systems, methods, planning and other preparations for providing personnel and resources, programming, recording, consultation, co-ordination and co-operation, and for flexibility, as referred to in the Contract.
- Sample Method statements as outlined in Section 11 of this document.
- Parent Guarantee Bond (if applicable)
- Confirmation that the contractor can obtain a Performance Bond as set out in the Works Requirements.
- Confirmation in writing agreeing to issue all relevant Model Forms 1 – 19, where applicable.
- Sample Traffic Management Plan
- Completed Declaration of Competence as Contractor and as Project Supervisor Construction Stage in hardcopy format.
- Completed Declaration of Compliance with relevant Sectoral Employment Orders and other relevant employment legislation in hardcopy format.
- Completed Revenue Information and Electronic Funds Transfer (EFT) in hardcopy format.
- Completed Freedom of Information Act Declaration Form in hardcopy format.

SECTION 13
BUILDING CONTROL (AMENDMENT)
REGULATIONS

13. BUILDING CONTROL (AMENDMENT) REGULATIONS

Building Control Amendments SI.9 of 2014

TENDER REQUIREMENTS FOR BUILDER (MAIN CONTRACTOR) UNDER SI. 9 2014

GENERAL INFORMATION

1. INTRODUCTION

- 1.1 The completed project shall comply fully with the requirements of the Building Regulations. All certification required of the Designers and Contractor under the terms of the Building Control Amendment Regulations (SI 9 of 2014) shall be provided to the Employer. The Works Contractor shall include for the provision of the Certificates required of them by the Regulations. In addition the Works Contractor shall fulfil the roles of the Builder (Main Contractor) in accordance with the Regulations and the Code of Practice for Inspecting and Certifying Building Works, as published by the Department of the Environment, Community and Local Government.

2. BUILDER (MAIN CONTRACTOR) OBLIGATIONS

The Builder shall carry out the works in accordance with the contract documents and comply with all statutory requirements including inter alia The Building Control Act, The Building Control Regulations, The Building Regulations, The Safety, Health and Welfare at work (Construction) Regulations, and The Construction Products Regulations

All the obligations of the Builder as set out in this document are deemed to form part of the works requirements/ building contract and are to be included in the Builders tender costs

The Builder shall cooperate and coordinate with the Assigned Certifier through the Contract Administrator/ Employer Representative at all times and shall do the following during the course of the works:

- (a) Accept from the Building Owner (the 'Employer' as stated in the building contract) the assignment to build and supervise the building or works and provide/sign the "Undertaking by Builder", statutory forms (see Annex Documentation) identified in the Commencement Notice;

- (b) Take careful note of the drawings, specifications and documents forming part of the works requirements;
- (c) Plan and agree the execution, Inspection milestones, sequence and programme of works with the Contract Administrator/ Employer Representative, & Assigned Certifier in advance of commencement of works;
- (d) Ensure Competent Person(s) are assigned to oversee the general construction works and/or specialist works. The specialist works and associated Assigned Certifiers which the Builder is responsible for are identified on a preliminary basis in the Inspection Notification Framework issued at tender;
- (e) Co-operate at all times with the Contract Administrator/ Employer Representative, Design Team, the Assigned Certifier and other Ancillary Certifiers;
- (f) Ensure that the workmanship complies with the requirements of the Building Regulations;
- (g) Ensure that materials which they select and for which they are responsible comply with the requirements of the Building Regulations;
- (h) Ensure that all products incorporated into the works are properly CE Marked where required in accordance with the Construction Products Regulations 2013 (the CPR 2013). Contractor to ensure compliance with performance criteria specified under the CPR 2013 by the Architect (and others including Engineers, specialist subcontractors etc). At all times Contractor to make available on request copy of Declaration of Performance supplied by the Manufacturer for CE Marked products incorporated into the works. Where National Annex requires minimum standards under CPR 2013 Contractor is required to comply with these standards. [A list of these standards is available on <http://www.nsai.ie/NSAI/files/b5/b5373a09-08d5-4e44-963b-1f86adc1a558.pdf>]
- (i) Provide written confirmations and supporting documentation at interim payment stages when requested to do so by the Contract Administrator /Employers Representative.
- (j) Issue a signed statutory form- Certificate of Compliance on Completion at handover (see Annex Documentation).
- (k) Promptly provide to the Assigned Certifier, via the Employer Representative, all documents requested by the Assigned Certifier to enable the Assigned Certifier to collate particulars for the purposes of handover and certification;
- (l) Ensure the coordination and provision of all test certificates and confirmations to the Assigned Certifier via the Employer Representative, to the satisfaction of the Assigned Certifier;
- (m) Co-ordinate the work of all specialist sub-contractors and designers to ensure the coordination and provision of all test certificates and confirmations to the designated inspectors, or Ancillary Certifiers, who are required to provide Ancillary Completion Certificates, as identified by the Assigned Certifier at any stage during the project. A preliminary list of Ancillary Certifiers are scheduled in the Tender and Schedule Part 1 F

- (ii) Ancillary Certificates which are required to provide Ancillary Certification (for Design and Completion);
- (n) Maintain progress records as detailed in Management & Quality Control of this document;
- (o) Comply with the detailed requirements of the Preliminary Inspection Plan and Inspection Notification Framework as issued at tender, and the detailed requirements of the updated Preliminary Inspection Plan and Inspection Notification Framework as coordinated and agreed with the Contract Administrator/ Employer Representative and Assigned Certifier prior to the commencement of the works, and as amended during the course of the works;
- (p) Provide/furnish Ancillary Completion Certificates to the Assigned Certifier via the Contract Administrator/ Employer Representative for specialist works with design, using the form of Ancillary Completion Certificate (see Annex Documentation) for specialist sub-contract work as identified in the Preliminary Inspection Plan and Inspection Notification Framework issued at tender and as amended during the course of the works, up to completion;

SECTION 14
MINIMUM CRITERIA FOR
DOMESTIC SUBCONTRACTORS

14. MINIMUM CRITERIA FOR DOMESTIC SUBCONTRACTORS

The works contractor shall demonstrate before appointing the Subcontractors listed at 15.01 to 15.02, that they meet the minimum criteria as set out below:

14.01 Mechanical Subcontractor

- Mechanical contractor shall provide insurance details for public liability and employers liability with the minimum criteria of €6,500,000.00 and €13,000,000.00 respectively.
- Mechanical contractor shall provide a letter stating that collateral warranty will be signed.
- Mechanical contractor shall provide a banker's letter confirming principal account, dated within last three months.
- Mechanical contractor shall provide company turnover details for the last three years with the minimum average turnover of € 500,000 per annum.
- Mechanical contractor shall provide relevant project experience related to the proposed project. A minimum of three and maximum of five project can be listed. All of the criteria must be achieved in at least 3 of the reference projects. The minimum criteria for the project experience are as follows:
 - Project to have been completed no earlier than January 2020
 - Project to have had a minimum service value of €200,000
 - Project to have been situated on a live campus environment
- Mechanical contractor shall provide a proposed project plan / approach methodology to include resource plan.
- Mechanical contractor shall survey and become acquainted with the site and any relevant buildings. Note a site survey by the Tendering Contractor is a strict requirement of this project, with tenders only being accepted from those who have visited and surveyed the site. The site shall be visited by prior arrangement only.

14.02 Electrical Subcontractor

- Electrical contractor shall provide insurance details for public liability and employers liability with the minimum criteria of €6,500,000.00 and €13,000,000.00 respectively.
- Electrical contractor shall provide a letter stating that collateral warranty will be signed.
- Electrical contractor shall provide a banker's letter confirming principal account, dated within last three months.
- Electrical contractor shall provide company turnover details for the last three years with the minimum average turnover of € 500,000 per annum.
- Electrical contractor shall provide relevant project experience related to the proposed project. A minimum of three and maximum of five project can be listed. All of the criteria must be achieved

in at least 3 of the reference projects. The minimum criteria for the project experience are as follows:

- Project to have been completed no earlier than January 2020
- Project to have had a minimum service value of €200,000
- Project to have been situated on a live campus environment
- Electrical contractor shall provide a proposed project plan / approach methodology to include resource plan.
- Electrical contractor shall survey and become acquainted with the site and any relevant buildings. Note a site survey by the Tendering Contractor is a strict requirement of this project, with tenders only being accepted from those who have visited and surveyed the site. The site shall be visited by prior arrangement only.

TAYLOR MCCARNEY ARCHITECTS
BREAFFY ROAD, CASTLEBAR