

South East Technological University
Independent Project Monitor Role
Schedule of Responses to Tender Stage Queries

Ref	Query	Response	Date Clarification Issued
1	The TRD document includes Pricing Schedule Response Section. This section requires the tenders to outline the number of days for each grade within Table 1A. In the absence of clarity of; - scope of services requirements, - extent and requirements for attendance at meetings, - direction provided on the programme for the works, - projects being at different stages of the project lifecycle process and likely to require different inputs at different times, - uncertainty regarding the requirements for reporting frequencies; it is extremely difficult to assess the numbers of days that will be required for the project. This amount is then proposed to be a fixed project fee for the term of the contract. Can some guidance please be given to the above queries and requests for clarity to assist with this process? Considering the uncertainties in the tender documents, could another means of pricing this tender be reviewed by the team i.e. notional hours costed against actual rates to give a notional tender figure, rather than a fixed project fee at this stage of the process?	Point noted. SETU agree to amend the required cost criteria response (i.e. Section 6 - priced resource schedule) and replace it with a proposed hourly rate for various roles set against notional hours. SETU to issue an amended TRD document in the coming days to reflect this change	15/09/26
2	In relation to the requirements regarding the independence and credibility of the Independent Project Monitor, could you please confirm whether being successfully appointed under this tender could prevent or restrict the successful tenderer from tendering for other projects within SETU's capital programme during the lifetime of this contract?	As per page 24 of the RFT, it is basis for appointment that the Independent Project Manager does not hold any commercially connected or competitive role with any consultant or contractor that is, or may be, appointed to the project. As such, the successful tenderer for this IPM contract will be precluded from tendering for all Design Team and Project Controls Team consultancy roles on projects within SETU's capital programme during the lifetime of this contract.	15/09/26

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3	There appears to be a discrepancy between the RFT and the TRD regarding the timeframe for previous experience. Section 3.2B of the RFT states that relevant experience should be within the past 5 years, while the TRD states within the past 3 years. Can you please confirm the timeframe.	Relevant experience for reference projects should be within the past 5 years	15/09/26
4	The RFT outlines that there are two separate capital projects on the Glassworks campus. These two projects are at distinctly different stages (Pharmacy and Veterinary Building is at developed sketch design Stage 2A, while the One Health Building is currently only at Design Team tender stage). Are there two separate commissions for each of these projects, considering the different stages and processes involved?	One single appointment is to be made for the role of Independent Project Monitor (IPM). This role will monitor all active SETU Capital Projects from commencement of CWMF Lifecycle Stage 1 to completion of CWMF Lifecycle Stage 5. As per Appendix 1 of the RFT, the IPM will provide reporting on a quarterly basis to SETUs Governing Body and will focus on high-level observations and advice relating to the budget, programme, project quality and delivery from initiation through to completion and handover.	15/09/26
5	At what stage in the process is the Independent Project Monitor (IPM) deemed to be required to commence their role/functions?	The anticipated start date for the IPM role is Q4 2026. For projects that are currently in train (i.e. Vet and Pharmacy at Stage 2A), the IPM role will not be retrospective, it will only report on the project commencing from its current stage in the lifecycle process.	15/09/26

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6	There is no programme of work or timeline for the delivery of the two capital projects outlined in the documents. Can you please advise on the anticipated delivery timelines, to assist with the assessment of the time required on these projects by the IPM?	<u>Vet & Pharmacy:</u> Stage 2B complete: January 2027 Stage 2C complete: June 2027 Stage 3 complete: October 2027 Stage 4 complete (Kildalton); November 2028 Stage 4 complete (Glassworks); March 2029 Stage 5 complete: March 2030 <u>One Health:</u> Design Team Appointment: November 2026 Stage 1 complete: April 2027 Stage 2A complete: August 2027 Stage 2B complete: February 2028 Stage 2C complete: June 2028 Stage 3 complete: November 2028 Stage 4 complete; November 2031 Stage 5 complete; November 2032	15/09/26

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7	Who are the SETU's Governing Body so clarity is available on who the IPM is expected to act on behalf of?	<u>SETU Governing Body Membership:</u> Professor Patrick Prendergast - Chairperson Professor Veronica Campbell - President Ms Ruth Beadle - External Minister Appointment Mr Jim Bergin - External Minister Appointment Mr Richard Lacey - Elected Academic staff Dr David Dempsey - External Nominee Ms Louise Grubb - External Nominee Professor Marie-Christine Ho Ba Tho - External Nominee Ms Pauline Oakes - External Nominee Mr Kevin Lewis - External Nominee Ms Eileen Curtis - External Nominee Professor Hannah McGee - External Nominee Mr Derek Sheridan - Elected Professional, Management & Support staff Dr Greg Doyle - Elected Academic staff Ms Louise Walsh - Elected Academic staff Dr Zeta Dooly - Elected All Staff Ms Erin Ní Fhoghlú - SETUSU Nominee	15/09/26
8	The RFT outlines that the IPM is required to make recommendations based on "legal advice" on project issues. Is the IPM expected to seek independent legal advice, or will legal advice come from legal teams appointed through another avenue?	In the event that legal advice is required, SETU will procure this advice	15/09/26

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9	It is noted that attendance is necessary “as required by the Sponsor at the project Core Team Meetings” – what are deemed to be the Core Team Meetings and how frequent are these expected to take place? Is there a communication plan outlining the key project meetings?	The IPM will be required to join all Project Steering Group (i.e. core meetings) meetings remotely. Please allow for attendance at 6 meetings per project, per year. i.e. 12 Project Steering Group meetings per annum in total for the Vet and Pharmacy and One Health projects. On average each meeting last circa 90 minutes The Project Steering group provides internal SETU governance oversight to advance each project, including: - Preparation of the Business Case - Ensuring that the project is procured in line with all public procurement requirements - Monitoring and managing the Implementation Stage of the project - Planning and conducting an ex-post completion evaluation of the capital investment proposal incorporating lessons learned into processes and guidance and submitting same to CPC - Provide appropriate senior advice as required; - responsibility for signing off overall final design, end user requirements (including approving any subsequent changes to end user design requirements) and room data sheets; - Review and approval of change order requests The project steering group meetings are separate to the Governing Body meetings. The IPM is required to report to the Governing Body circa 4 times per annum. The IPM will not attend regular Governing Body meetings, unless requested to do so.	15/09/26

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10	It is noted that the IPM is required for “Monitoring and independently reporting on design cost additions”. At what frequency are such reports required and what level of detail is required within such reports?	The review, assessment and recommendation of all project costs will be completed by the project QS. The IPM will have access to all pre construction stage cost estimates, as well as construction stage cost reports and interim payment recommendations. The IPM shall prepare a summary report for Governing Body on a quarterly basis that summaries the overall project cost of the project compared to the approved budget and provide commentary on same.	15/09/26
11	It is noted that the IPM is required “Access to any required reports on costs or budgets before and during progress of works”. What is the expected output from the IPM once access to these reports has been achieved?	Refer to point above	15/09/26
12	It is noted that the IPM is required to “Access as required to monthly payment recommendations for certification in order to provide independent regular reports to Governing Body”. What is the frequency of such reports?	Refer to point above	15/09/26
13	Could you please provide the expected programme for this appointment, including the anticipated start date and duration?	As per sections 1.4 and 1.5 of the RFT document, any contract that may result from this competition will be issued for a term of 2 years. The Contracting Authority reserves the right to extend the Term for a period or periods of up to 12 months with a maximum of 2 such extension or extensions on the same terms and conditions. The anticipated start date for the role is Q4 2026.	15/09/26
14	Given the uncertainty in scope of services required as outlined above, can you please determine what would be deemed to be “Additional Costs” for inclusion in Table 1B of the TRD?	The additional costs section will be omitted within the revised TRD	15/09/26
15	I have a query on the Tenderers’ Declaration form - can you please confirm that the Tenderers’ Declaration needs to be witnessed by a practising solicitor/commissioner for Oaths.	Appendix 4: Declaration as to Personal Circumstances of Tenderer needs to be witnessed by a practising solicitor/commissioner for Oaths	15/09/26

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16	We are currently preparing our submission for the Independent Project Monitor – Glassworks Campus Capital Works tender. We would respectfully request that SETU consider extending the current tender submission deadline by one week, to allow additional time to fully develop and quality-check our submission and supporting documentation. We appreciate that the current deadline is 22 September 2026, and understand that any extension is entirely at SETU's discretion. We would be grateful if you could consider our request.	The tender response deadline has been extended to <u>Tuesday 29th September 2026 at 3pm</u>	15/09/26
17	Please confirm whether the two-page limit stated for Criterion 5 applies only to Part A, to Parts A and C, or to the entirety of Parts A, B and C. Please also confirm whether the completed personnel tables in Part B are excluded from this limit.	The following page limits apply to Criterion 5: Part A: 2 pages Part B: excluded from page limit Part C: 2 pages	15/09/26
18	Selection criterion 2 – RFT 3.2.b requires that example contracts must be of similar or greater value to the proposed SETU contract. Given the mandatory nature of this requirement please advise the expected value of the proposed SETU contract?	Please use an anticipated construction value of €60m ex VAT for the larger of the two proposed construction contracts when responding to section 3.2b	15/09/26
19	Given the specialist nature of the service required, would the Contracting Authority consider extending the timeframe for reference contracts from 5 years to 7 years?	relevant experience for reference projects should be within the past 5 years	15/09/26

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20	The RFT requires a fixed price tender, but many of the scope requirements are not precisely defined. In this context it would be helpful if greater clarity could be provided on some / all of the following points: Expected capital value of the development programme to be subject of the monitoring service Expected total accommodation provision (sqM) to be the subject of the monitoring service Expected number of separate construction projects (or contracts) to be subject of the monitoring service Expected number of separate Design Team consultants to be subject of the monitoring service	In consideration of the tender queries raised, a hourly rate is now proposed in lieu of a fixed fee priced resources schedule Expected capital value of the development programme to be subject of the monitoring service: Project A: €20m ex VAT Project B: €60m ex VAT Expected total accommodation provision (sqM) to be the subject of the monitoring service Project A: 2,000M² on Glassworks campus and 1,000M² on Teagasc Kildalton Campus Project B: 10,000M² on Glassworks campus Expected number of separate construction projects (or contracts) to be subject of the monitoring service: Three separate construction contracts (at present) Expected number of separate Design Team consultants to be subject of the monitoring service: 2 x separate design teams, each comprising of an Architect, M&E services consultant, Civil and Structural Engineer and Fire Engineer 2 x separate project controls teams, each comprising a Project Manager and QS	15/09/26
21	In relation to the requirement that the scope of service includes “mentor the Project Team”, please define the “Project Team”?	This reference refers to the SETU internal project team, including the key project stakeholders (i.e. the end-users), the project steering group and capital projects team	15/09/26

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22	Please advise the nature of the input required in the context of the scope item; “Access as required to monthly payment recommendations for certification in order to provide independent regular reports to Governing Body”? Specifically, does the role include reviewing and commenting on the appropriateness of the amounts certified?	The role requires the IPM to report on the amounts certified by the design team to the Governing Body and how it aligns to the anticipated cashflow forecast. The IPM role does not include reviewing and commenting on the appropriateness of the amounts certified; this role is carried out by the QS as part of the project controls team.	15/09/26
23	Does the role include (a) input and/or (b) oversight in relation to the following processes: Procurement processes Contract Administration Dispute Processes under the Construction Contracts	The IPM role does not include contract administration or dispute process under the CWMF contracts. The IPM may be requested by Governing Body to sit on a Contractor tender assessment panel	15/09/26
24	In relation to TRD Part 5, please define any minimum requirements in relation to the number of / categories of personnel to be proposed? Will higher marks be awarded to tenderers with a greater number of proposed personnel?	The priced resource schedule will be replaced with a proposed hourly rate for various personnel	15/09/26