



Comhairle Cathrach Chorcaí **Cork City Council**

Halla na Cathrach, Corcaigh – City Hall, Cork - T12 T997

Community, Culture & Placemaking Directorate

Framework Agreement For The Provision Of Civil Engineering Consultancy Services For Housing Estates Prior To Taking In Charge

INSTRUCTIONS TO TENDERERS / AWARD CRITERIA DOCUMENT

28 August 2026

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2.0 SUMMARY OF THE BRIEF

2.1 Introduction

Cork City Council Development Management Section wishes to establish a Framework Agreement comprising suitably qualified Civil Engineering Consultants to provide professional engineering services associated with residential housing developments requiring assessment, design, tender preparation, supervision and certification works in advance of consideration for Taking in Charge.

The Framework is intended to provide a flexible mechanism whereby Consultants can be appointed to individual projects as required by Cork City Council.

The anticipated services are associated with:

- Legacy Completed Housing Estates;
- Incomplete residential developments;
- Estates subject to Development Bonds;
- Estates requiring remediation works;
- Estates being considered for Taking in Charge;
- Planning compliance investigations;
- Infrastructure condition assessments.

The Council intends establishing a multi-operator framework comprising up to ten Consultants.

The Council does not guarantee any minimum value or volume of work.

2.2 Objectives of the Framework

The objectives of the Framework are to:

- Establish a panel of experienced Civil Engineering Consultants.
- Secure professional engineering resources on an as-required basis.
- Ensure consistency in Taking in Charge assessments.
- Deliver best value for money.
- Improve project delivery times.
- Maintain compliance with statutory obligations.
- Assist the Council in progressing estates toward Taking in Charge.

2.3 Framework Duration

The Framework Agreement shall operate for:

- Initial Contract Period: 2 Years
- Extension Option 1: 12 Months
- Extension Option 2: 12 Months

Maximum Duration: 4 Years.

2.4 Anticipated Projects

Projects arising under the Framework may include:

- Estate snagging and compliance inspections.
- Road and footpath remediation schemes.
- Drainage investigations.
- Public lighting assessments.
- Open space completion works.
- Water services infrastructure reviews.
- Estate infrastructure audits.
- Development bond reviews.
- Planning-condition compliance assessments.
- Employer Representative services.

The volume and frequency of projects cannot be guaranteed.

3.0 DETAILED SERVICE REQUIREMENTS

3.1 General Services

The Consultant shall:

- Exercise reasonable skill, care and diligence.
- Act in the best interests of the Council.
- Maintain appropriate professional staff.
- Attend meetings as required.

- Maintain adequate quality-control procedures.
- Keep comprehensive records.
- Provide all reports in electronic PDF format.
- Provide editable source files when requested.

3.2 Estate Assessment Services

Where instructed, the Consultant shall undertake (non-exhaustive):

Desktop Reviews

Review of:

- Planning permissions.
- Planning conditions.
- Enforcement files.
- Taking in Charge records.
- Existing engineering reports.
- Existing CCTV reports.
- Existing as-built drawings.
- Utility records.
- Bond documentation.

Site Inspections

Inspection of:

- Roads.
- Footpaths.
- Kerbing.
- Traffic calming measures.
- Surface water drainage.
- Foul drainage.
- Water infrastructure.
- Public lighting.
- Open spaces.
- Boundary treatments.
- Landscaping.
- Retaining structures.
- Signage.

- Utilities.

3.3 Estate Assessment Deliverables

The Consultant shall prepare (non-exhaustive):

Estate Condition Report

Including:

- Existing conditions.
- Defects identified.
- Compliance findings.
- Photographic records.

Snag Schedule

Including:

- Location of defects.
- Description of defect.
- Recommended remedial action.
- Priority ranking.

Cost Estimate

Including:

- Preliminary cost assessment.
- Budget estimate.
- Risk allowances.

Risk Register

Including:

- Technical risks.
- Programme risks.
- Stakeholder risks.
- Health and Safety risks.

3.4 Design Services

Where instructed, the Consultant shall:

- Prepare engineering designs.
- Produce construction drawings.
- Prepare specifications.
- Prepare Bills of Quantities.
- Prepare cost plans.
- Coordinate utility provider requirements.
- Coordinate with Uisce Éireann where required.
- Ensure statutory compliance.

Designs shall comply with (where applicable):

- Cork City Council Standards.
- Building Regulations.
- DMURS.
- TII Standards.
- Uisce Éireann Standards.
- Current Irish and European Standards.

3.5 Procurement Services

Where instructed, the Consultant shall:

- Prepare tender documentation.
- Prepare pricing documents.
- Draft contract particulars.
- Prepare evaluation criteria.
- Manage tender queries.
- Evaluate tenders.
- Prepare tender assessment reports.
- Recommend contract award.

3.6 Construction Stage Services

The Consultant may be required to act as:

Employer's Representative

Including:

- Contract administration.
- Site inspections.
- Progress meetings.
- Change management.
- Payment certification.
- Defects management.

Project Supervisor Design Process (PSDP)

Including:

- Preliminary Safety and Health Plans.
- Design Risk Assessments.
- Safety File preparation.

Project Monitoring Services

Including:

- Programme monitoring.
- Quality control inspections.
- Progress reporting.
- Contractor liaison.

3.7 Completion and Handover Services

The Consultant shall where instructed:

- Undertake final inspections.
- Prepare completion reports.
- Verify as-built drawings.
- Verify compliance.

- Prepare Safety Files.
- Issue Taking in Charge recommendations.
- Assist in project close-out.

4.0 FRAMEWORK OPERATION

4.1 General

Projects shall be commissioned through:

Direct Award

or

Mini Competition

at the sole discretion of Cork City Council.

4.2 Direct Award

The Council may directly appoint a Framework Member where:

- Continuity of service is required.
- Specialist expertise is required.
- Project value permits.
- Time constraints justify direct award.

4.3 Mini Competition

Mini-competitions may require submission of:

- Methodology.
- Programme.
- Resources.
- Project Team.

- Fee Proposal.

4.4 Project Orders

Each project commissioned under the Framework shall be subject to a written Project Order detailing:

- Scope.
- Deliverables.
- Programme.
- Fee.
- Reporting Requirements.

5.0 HEALTH AND SAFETY REQUIREMENTS

The Consultant shall comply with:

- Safety Health and Welfare at Work Act 2005.
- Safety Health and Welfare at Work (Construction) Regulations 2013.
- Cork City Council Health and Safety Policies.

Where appointed PSDP the Consultant shall perform all duties required under legislation.

5.1 GDPR

Tenderers shall comply with the General Data Protection Regulation and Data Protection Acts.

6.0 CONSULTANT REQUIREMENTS

6.1 Minimum Requirements

Tenderers shall demonstrate:

Professional Qualifications

- Chartered Engineer (CEng).
- Membership of Engineers Ireland.

Experience

Minimum 5 years' experience in:

- Civil Engineering Design.
- Housing Estate Infrastructure.
- Roads and Drainage Design.
- Contract Administration.
- Public Procurement.
- Taking in Charge Projects.

6.2 Insurance

The Consultant shall maintain:

Insurance Type	Minimum Level
Professional Indemnity	€2,000,000
Public Liability	€6,500,000
Employer Liability	€13,000,000

6.3 Key Personnel

Tenderers shall nominate:

- Framework Director.
- Lead Project Manager.
- Lead Civil Engineer.
- PSDP Representative.
- Site Supervision Team.

Substitutions shall require Council approval.

7.0 QUALITY ASSURANCE AND PERFORMANCE MANAGEMENT

The Consultant shall:

- Operate a documented Quality Management System.
- Maintain project controls.
- Maintain document control systems.
- Provide monthly updates where required.

Performance indicators may include:

- Report turnaround time.
- Budget management.
- Programme compliance.
- Quality of deliverables.
- Responsiveness.
- Stakeholder management.

Poor performance may result in suspension from mini-competitions.

8.0 PROCUREMENT AND TENDER ASSESSMENT

The Framework shall be awarded on the basis of the Most Economically Advantageous Tender (MEAT).

8.1 Award Criteria

Criterion	Weighting
Relevant Experience	25%
Project Team & Resources	20%
Methodology & Understanding	20%
Quality & Risk Management	10%
Social Value & Sustainability	5%
Price	20%

Total: 100%

The Council reserves the right not to appoint any Consultant.

9.0 PRICING SCHEDULE

9.1 Section A - Estate Assessment Services

Item	Unit	
Estate Assessment (Up to 50 dwellings)	Per Estate	
Estate Assessment (51-100 dwellings)	Per Estate	
Estate Assessment (101-200 dwellings)	Per Estate	
Estate Assessment (Over 200 dwellings)	Per Estate	

9.2 Section B - Design Services

Item	Unit	
Senior Engineer	Hourly Rate	
Project Engineer	Hourly Rate	
Design Engineer	Hourly Rate	
CAD Technician	Hourly Rate	

9.3 Section C - Procurement Services

Item	Unit	
Tender Preparation	Hourly Rate	
Tender Evaluation	Hourly Rate	
Procurement Administration	Hourly Rate	

9.4 Section D - Construction Services

Item	Unit	
Employer's Representative	Daily Rate	
Resident Engineer	Daily Rate	

Site Engineer	Daily Rate	
Clerk of Works	Daily Rate	
PSDP Services	Hourly Rate	

9.5 Section E - Specialist Services

Item	Unit	
Development Bond Assessments	Hourly Rate	
Planning Compliance Reviews	Hourly Rate	
CCTV Survey Management	Hourly Rate	
Stakeholder Consultation	Hourly Rate	
Expert Technical Reports	Hourly Rate	

10.0 DECLARATION

The Tenderer confirms:

- Compliance with all applicable legislation.
- No conflicts of interest.
- Acceptance of Cork City Council Conditions of Engagement.
- Availability of resources for the duration of the Framework.
- Accuracy of all submitted information.

Signed: _____

Name: _____

Position: _____

Date: _____

11.0 APPENDICES (to be included in tender documents)

Accompanying Procurement Documents

- COE1 Standard Conditions of Engagement for Consultancy Services (Technical)
- FTS9 Tender and Schedule
- Instructions to Tenderers
- Award Criteria Document
- Cork City Council Taking in Charge Standards

This version is suitable as a formal public procurement Employer's Requirements document and could be issued directly as the technical specification within an Open Procedure framework competition under the Public Procurement Directive.