



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

Westmeath County Council

Ardmore Road to N52 IDA Baltrasna Roundabout Link Road

Brief for Procurement of Consulting Engineer

September 2026

Client:
Westmeath County Council,
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1. General Requirements

1.1. Introduction

Westmeath County Council (WCC) being the 'Contracting Authority' and hereby referred to as 'WCC' or 'CA' or Client, is conducting a tender competition in accordance with the Standard Conditions of Engagement for Consultancy Services (Technical). WCC are seeking tenders from a suitably qualified multidisciplinary consultancy team with expertise in the area of transport planning and design to undertake the design of a link road in Mullingar between the Holy Family Primary School, located at the junction of the Ardmore Road L-1133 and the Baltrasna Roundabout, located at the junction of the N52. This link road will be approximately 1km long and is intended to facilitate pedestrians, cyclists, vehicular traffic, including local public transport, and to facilitate future residential developments in the southeastern suburbs of Mullingar. The scheme is to be funded under the Housing Infrastructure Investment Fund (HIIF), administrated by the Department of Housing, Local Government and Heritage (DHLGH) and managed by the **Housing Activation Office (HAO)**.

1.2. The Project

Westmeath County Council intends to carry out comprehensive route evaluation, options appraisal, design, planning and statutory processes, procurement, construction and hand-over in accordance with National and International best practice for the installation of the Ardmore Road to N52 IDA Baltrasna Roundabout Link Road.



Consultancy Services will be required for Phase 2 to 4 of the Housing Infrastructure Investment Fund Project Management Guidelines. As this is a transportation infrastructure project the philosophies and policies of the Department of Transport's Transport Appraisal Framework (TAF) and the National Investment Framework for Transportation in Ireland (NIFTI) shall also be observed. In addition, due consideration should also be given to the Infrastructure Guidelines 2023, Cycle Design Manual 2026

(or any subsequent version updates or amendments), DoT's 'Design Manual for Urban Roads & Streets'(DMURS), Transport Infrastructure Ireland's 'TII Design Manual for Roads and Bridges' (DMRB), Department of Transport 'Traffic Signs Manual', DoT's 'Traffic Management Guidelines' and best international practice.

The Consultant shall be required to carry out all the activities required of the Designer and Project Supervisor for the Design Process (PSDP) for Phases 2 to 4 of this project.

Full details of the consultant's requirements are set out in this tender Brief.

1.3. Planning Context

The Westmeath County Development Plan 2021-2027 which includes the Mullingar Settlement Area Plan (Figure 1) provides for the development of a sustainable residential area between Ardmore and the N52 at Baltrasna, to accommodate a mixture of low to medium residential development, and public open space within a permeable urban structure. The Mullingar Settlement Area Plan - Land Use Zoning Map is shown in Figure 1.

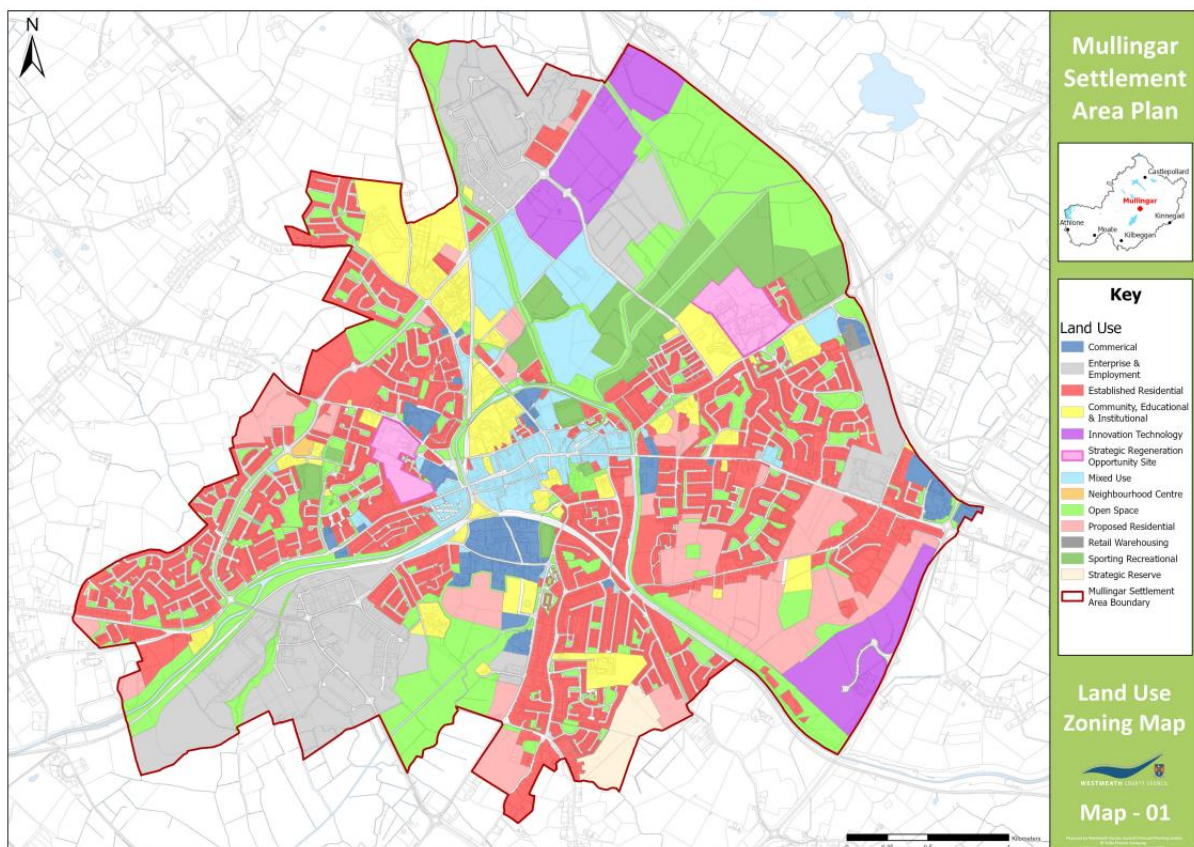


Figure 1: Mullingar Settlement Area Plan – Land Use Zoning Map

Ardmore Road / Baltrasna Local Area Plan is shown in Figure 2

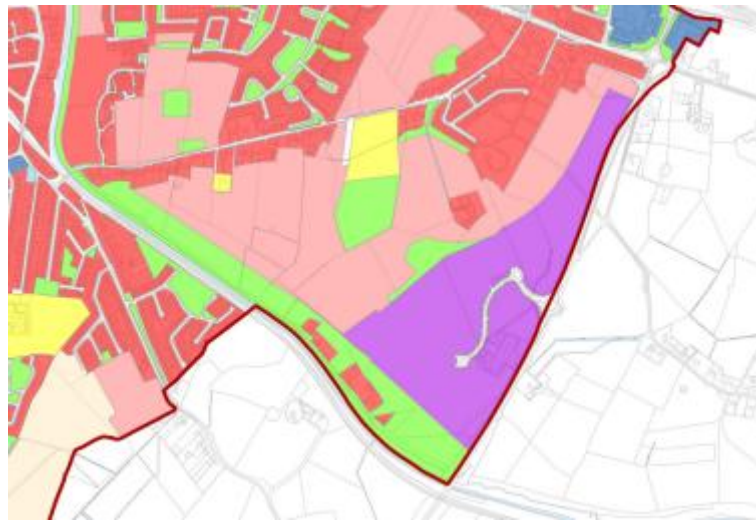


Figure 2: Ardmore Road / Baltrasna Land Use Zoning Map

The Mullingar Sustainable Transportation and Movement Map contained in the Mullingar Settlement Area Plan as part of the Westmeath County Development Plan 2021-2027, identifies a proposed arterial link road between Ardmore and the N52 roundabout at Baltrasna. See Figure 3 below.

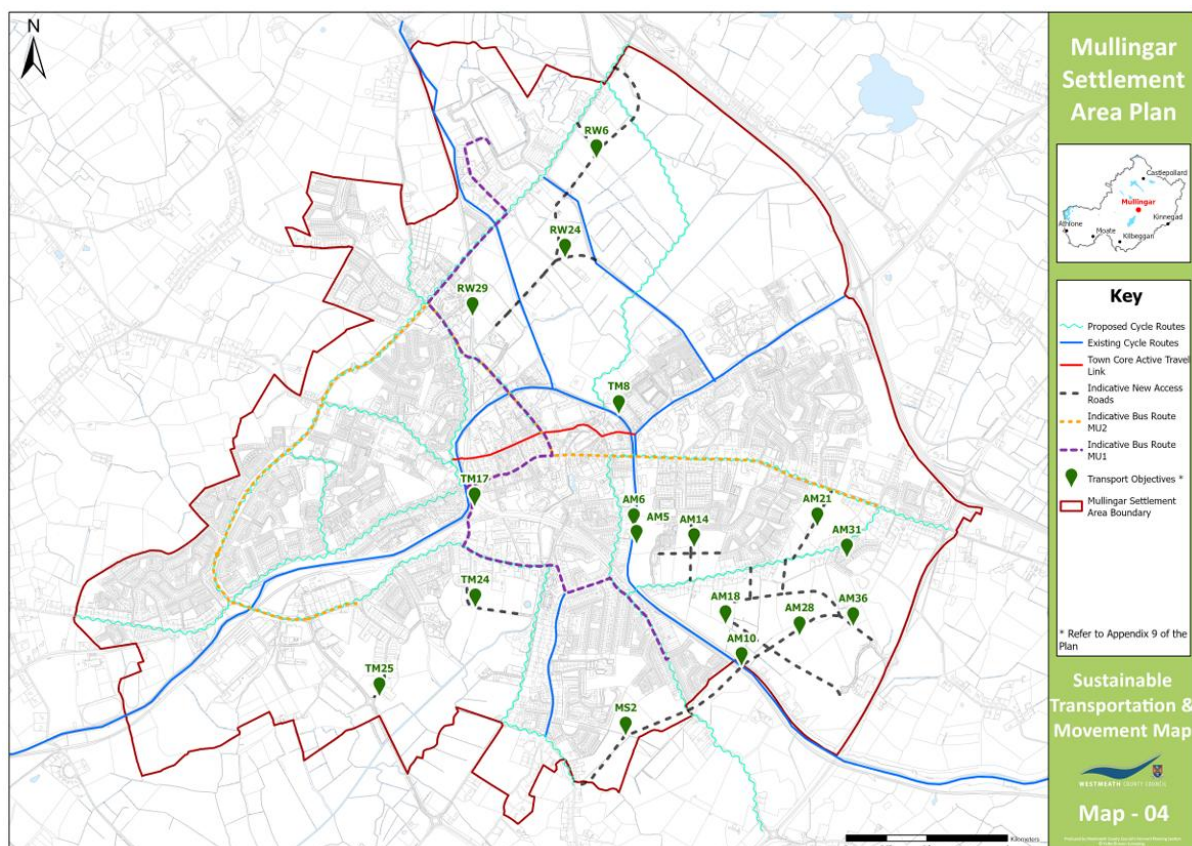


Figure 3: Mullingar Sustainable Transportation and Movement Map

1.4. Scope of Services

The scope of services requires multi-disciplinary Consultancy Services to deliver the Project through the following project phases:

Stage	Estimated Start Date	Expected Duration Period for each stage (Duration from award of Contract)
Phase 2: Concept Development and Options Selection	December 2026	4 months
Phase 3: Preliminary Design	April 2027	4 months
Phase 4: Statutory Processes	August 2027	3 months

1.5. Project Objectives

The scheme objectives include:

- To activate and accelerate the delivery of private, social and affordable residential housing units.
- To provide for future active travel, public transport measures and vehicular access to zoned lands for residential development in the Ardmore, Baltrasna area - the road shall be designed as a suburban Link Road as described in DMURS.
- Improve traffic circulation and reduce pressure on existing roads.
- To make provision for services for water, wastewater, electricity, communications, gas, etc.
- To provide footpath both sides of Ardmore Road to N52 IDA Baltrasna Roundabout Link Road.
- To provide off road cycle lanes both sides of Ardmore Road to N52 IDA Baltrasna Roundabout Link Road.
- To provide crossing facilities for pedestrians and cyclists (as required).
- To provide public transport infrastructure i.e. bus stops at locations as agreed with WCC.
- Avenue style streetscape to include suitable urban tree planting and nature-based drainage systems.
- To align scheme with THE Westmeath County Development Plan 2021-2027 which includes the Mullingar Settlement Area Plan (as extended or updated).
- To design accommodation and boundary treatment works as necessary.
- To design infrastructure that complies with the Cycle Design Manual, September 2023 (Including any subsequent updates), published by the National Transport Authority, Design Manual for Roads and Bridges (DMRB) and the Design Manual for Urban Roads and Streets (DMURS) and any other relevant guidelines.

1.6. Roles and Responsibilities

For this Project, the HAO is the Approving Authority and will be responsible for granting approval to

proceed through the Project phases following receipt of a Gateway Approval Request from the Sponsoring Agency. Westmeath County Council is the Sponsoring Agency for this Project. The Sponsoring Agency will assign a Project Manager/Project Director, or equivalent, to this project and they will be the direct point of contact for the Consultant. The Sponsoring Agency Project Manager will provide guidance and information to the Consultant, where necessary, in relation to internal/external stakeholders/agencies and inter-dependencies with other projects.

1.7. Key Team Members

It is required that the Consultant or Consortium will be led by an experienced Project Management Professional who will have considerable experience in delivering projects of this nature and an excellent commercial record with the relevant skills in delivering a project on budget and on time, negotiating and dealing with contractors claims and change orders to settle final accounts and deliver best value for public spending.

The successful Consultant will be required to carry out the Duties of Project Supervisor Design Process as outlined in the Safety, Health & Welfare at Work (Construction) Regulations 2013. Following completion of the tender process, if the preferred tenderer is not already approved by Westmeath County Council, the Westmeath County Council Health & Safety Officer will carry out a suitability assessment of the proposed Consultant to be appointed as PSDP. A copy of the questionnaire that the proposed Consultant will be required to complete is included in the Information Pack.

The following roles are identified as Key Team Members per the Standard Conditions of Engagement for Consultancy Services (Technical):

- Project Director;
- Project Manager;
- Communication Lead;
- Geometric Design Lead;
- Road Design Lead;
- Civil Engineering Lead;
- Traffic Modelling/Road Safety;
- Utility Design Lead;
- Geotechnical Design;
- Planning Lead;
- Drainage Lead;
- Landscape Architect / Public Realm Lead;
- Environmental Lead
- Health and Safety including Project Supervisor for Design Process;
- Procurement Lead;
- Quantity Surveying Lead;
- Archaeological Lead;
- Hydrology Lead.

1.8. Relevant Standards, Guidelines and Requirements

The Consultant shall complete all processes, deliverables and provide all Services required by and in accordance with approved standards and guidelines, and relevant regulations, plans, publications, and requirements for Public Works Contracts, including, but not limited to, the following non-exhaustive list:

Department of Public Expenditure, National Development Plan Delivery and Reform

- [Infrastructure Guidelines](#)

Housing Activation Office

- [Housing Infrastructure Investment Fund Project Management Guidelines](#)

Office of Government Procurement

- [Capital Works Management Framework \(CWMF\)](#)
- [Sustainability and Green Public Procurement in the CWMF](#)
- [Green Public Procurement Strategy and Action Plan 2024-2027](#)
- [Cost and Carbon Templates and Guidance](#)
- [BIM and the CWMF](#)

Department of Transport

- [Design Manual for Urban Roads and Streets \(DMURS\)](#)
- [Traffic Signals Manual \(TSM\)](#)
- [Guidelines for Traffic Works Procedures \(Section 38 Road Traffic Act 1994\)](#)
- [Transport Appraisal Framework \(TAF\)](#)
- [National Investment Framework for Transport in Ireland \(NIFTI\)](#)
- NGS Circular 2 of 2022 - *Application of Guidelines and Standards in relation to works on Public Roads in Ireland*. Available on the webpage: [Guidelines and standards for roads, greenways and active travel](#)
- NGS Circular 3 of 2022 - *Quality Audits and Road Safety Audits on Public Roads in Ireland*. Available on the webpage: [Guidelines and standards for roads, greenways and active travel](#)

NTA

- [Cycle Design Manual \(CDM\)](#)
- [Infrastructure Equality Guidance](#)
- [Guidance for EIA and AA Screening of Active Travel Projects Funded by the NTA](#)
- [Greening and Nature-based SuDS for Active Travel Schemes](#)
- [Access Control of Active Travel Facilities](#)

Transport Infrastructure Ireland (TII)

- [TII Publications](#)

National Standards Authority of Ireland (NSAI)

- [I.S. EN 17210:2021&LC:2021 Accessibility and usability of the built environment - Functional](#)

[requirements](#)

- [S.R. CEN/TR 17621:2021 Accessibility and usability of the built environment - Technical performance criteria and specifications](#)

National Disability Authority (NDA)

- [Building for Everyone - Centre for Excellence in Universal Design](#)
- [Participation Matters: Guidelines on implementing the obligation to meaningfully engage with disabled people in public decision making](#)
- [Engaging With Persons with Disabilities | Guidance on Consultations - National Disability Authority](#)

Environmental Protection Agency

- [Green Public Procurement](#)

Data Protection Commissioner

- [General Data Protection Regulation \(GDPR\)](#)

Westmeath County Council

- Westmeath County Development Plan 2021-2027 including THE Mullingar Settlement Area Plan.
- Westmeath Biodiversity Action Plan 2014-2020
- Westmeath County Council Climate Action Plan 2024-2029
- The Westmeath Biodiversity Action Plan 2025-2031

All of these can be found on the Westmeath County Council website
www.westmeathcoco.ie

Other Standards and Requirements

- All relevant NTA and Irish standards, guidelines, and policy documents
- All relevant Irish and EU Legislation, Regulation and Directives (where transposed into Irish Law)

1.9. Performance and Contract

The contract for multi-disciplinary consultancy services will be the Standard Conditions of Engagement for Consultancy Services (Technical), document reference: [COE-1](#), published by the Office of Public Procurement.

Anything listed in this Project Brief or omitted from this Project Brief does not absolve the Consultant of their duties to complete all processes, deliverables and provide all Services required to complete the Project Phases in accordance with the Housing Infrastructure Investment Fund Project Management Guidelines.

The Sponsoring Agency is under no obligation to proceed with any or all phases or elements of Services and may decide to terminate the Contract at will or remove an element of the Services, at any stage, including for but not limited to the following circumstances:

- Subject to the availability of funding;
- Subject to the approval from the appropriate authorities;
- The Project Feasibility Report and/or Option Selection Report do not present a robust case for continuing the Project or elements of the Services;
- The Project becomes stalled due to funding, planning or other legislative difficulties;
- The Consultant underperforms in delivery of the Services;
- The procurement strategy results in elements of Services being removed from the Service Requirements; and
- Any other reason at the sole discretion of the Sponsoring Agency.

1.10. Project Progression

The Consultant shall provide all necessary documentation to allow the Sponsoring Agency to prepare and submit a Gateway Approval Request to the HAO.

Gateway Approval Requests are required at the end of each stage. The Consultant shall confirm to the Sponsoring Agency, through the submission of documentary evidence, at the end of each phase that the required level of project maturity has been reached in accordance with the Housing Infrastructure Investment Fund Project Management Guidelines requirements to allow the Project to proceed to the next phase.

The Consultant shall not proceed to the next phase until the Sponsoring Agency has confirmed that the HAO Programme Manager has approved the Gateway to proceed to the next phase.

1.11. Health and Safety

The Consultant shall be the Sponsoring Agency appointee under Section 17 of the Safety, Health and Welfare at Work Act 2005 and will undertake and fulfil the role of 'Designer' and the role of 'Project Supervisor Design Process' (PSDP) and the role of 'Health and Safety Coordinator' under the Safety, Health and Welfare at Work (Construction) Regulations 2013 for the duration of the Services.

The Consultant, as Designer, shall undertake hazard identification and analysis and risk assessment of the preferred design solution. This review shall be updated as the design progresses through the Project phases and appropriately documented.

1.12. Progress Meetings, Steering Group Meetings and Workshops

The purpose of progress and steering group meetings is to review work undertaken and confirm work to be progressed. These meetings are to ensure the Project continues to align with the Project objectives, scope, programme, and budget. The Consultant shall produce minutes of all progress and steering group meetings.

Technical meetings and workshops are intended to provide opportunities for collaboration particularly with respect to the design. These meetings shall also include value engineering, value management, risk assessment and lessons learned.

Following each workshop, the Consultant shall produce a Workshop Report documenting the items discussed and findings of the event, for agreement with the Sponsoring Agency.

The Consultant shall include for all expenses associated with facilitating, preparing for, travelling to, and attending meetings and workshops, including the issue of all relevant documentation at each meeting and workshop.

The intended type and number of meetings for each phase of the Project is provided within the relevant sections below.

1.13. Project Execution Plan (PEP)

The Consultant shall prepare a Project Execution Plan (PEP) using the HAO template and submit for acceptance to the Sponsoring Agency. The PEP is a live document that should be updated as the Project progresses. The Consultant shall update the PEP regularly, as necessary, and, at a minimum, during each phase of the Project.

1.14. Project Programme

The Consultant shall prepare a programme for the delivery of the Services in bar chart format clearly detailing Gateway submission deadlines.

The programme shall be submitted to the Sponsoring Agency for review within two weeks of commencement of the Project. The programme as tendered by the Consultant shall be monitored and reported on a monthly basis in writing to the Sponsoring Agency.

1.15. Cost Management

The Consultant shall prepare and maintain all cost deliverables, estimates, budgets and reports required in accordance with TII/NTA Cost Management Guidelines

1.16. Risk Management

The Consultant shall be responsible for completing and managing all risk management processes and deliverables in accordance with the Cost Management Guidelines

The Consultant shall manage risks by means of workshops with the Sponsoring Agency where all risks are identified.

1.17. Procurement of Third-Party Services

Third-party services (surveys, assessments, investigations, etc.) may be required to develop the Project. These will be specified below under each Project phase.

The Sponsoring Agency shall appoint the third-party service provider. All costs for the third-party services shall be borne by the Sponsoring Agency.

It is anticipated that the following services/works contracts will be required for each scheme. These may be bundled to cover all schemes where suitable:

- Topographical & GPR Surveys

- LiDAR
- Utility and Services Surveys
- Geotechnical Surveys
- Architectural and Archaeological investigation
- Ecological Surveys
- Invasive Species
- Tree Survey
- Transportation Surveys (vehicle/pedestrian/cycle/parking)
- Road Safety Audit (Stage F and 1)
- Quality Audits
- CCTV drainage surveys

The Consultant shall:

- Prepare the tender documentation (for example: instructions to tenderers, drawings, specifications, schedules, bills of quantities);
- Prepare the Preliminary Health and Safety Plan (if applicable);
- Prepare the required tender notices;
- Draft responses to tender queries; and
- Prepare the Tender Assessment Report and recommendation and include the tender returns as an Appendix to the report.

Any administration costs, expenses or overheads that the Consultant shall incur from this arrangement should be fully allowed for in their tender price.

Westmeath County Council will arrange for the publication of the Tender Notice on eTenders where required and will arrange for the opening of tenders in accordance with the requirements of the Tender Documents and will seek the necessary approvals and Chief Executive Orders and arrange for the consequent appointment of the contractor/ service provider.

Sponsoring Agency approval is required at various stages, including but not limited to, tender and contract document finalisation, issue of tender, award of tender, commencement of services, site/property entry, payment for services, etc. The Sponsoring Agency shall confirm and document approval stages in advance of the procurement process.

All procurement undertaken during the lifecycle of the Project shall comply with national and European Procurement Regulation and guidelines, together with the Sponsoring Agency Procurement Policy.

1.18. Green Public Procurement (GPP)

As part of the design development, the Consultant shall incorporate [Green Public Procurement](#) principles for sourcing goods, services and/or works with a reduced environmental impact, and the ongoing maintenance and management of the Project post completion. The design should consider

sustainable materials, embodied carbon, energy in use, water management and conservation, nature-based sustainable drainage (SuDS) solutions. The design must have regard to the [National Waste Management Plan for a Circular Economy 2024-2030](#).

1.19. Environmental Assessments

All Services related to environmental assessments provided by the Consultant are subject to the provisions necessary to meet full compliance with the requirements of Irish and European Law including EU Directive 2014/52/EU and all relevant previously adopted EU Directives. The Consultant shall integrate the environmental issues as part of the development of the scheme, including consultation with the various relevant stakeholders, and follow best practice guidelines.

1.20. Common Data Environment

The Consultant shall provide, maintain, and host a Common Data Environment (CDE) for the project team members (including HAO, the Sponsoring Agency and the Consultant) to store and exchange information. The site shall be accessible to all members of the project team, on which all live and finalised documents and drawings will be stored and uploaded in a timely manner, including all documents listed within these Service Requirements. This site shall facilitate review and comment on draft project documentation by the Sponsoring Agency and project team. All project documentation including reports, drawings, meeting minutes, letters, presentations, landowner liaison records, etc. shall be managed, filed, and indexed via the CDE.

Access to the CDE shall be restricted by logins and control and tracking of access to data shall comply with GDPR.

1.21. Building Information Modelling (BIM)

The Project falls under the Capital Works Management Framework BIM requirement. The Consultant shall work to the Irish BIM mandate in accordance with requirements set out in the CWMF.

Guidance is provided on the CWMF website: [BIM and the CWMF](#)

1.22. Deviations from Standard

Where a scheme, or element of a scheme, or works are not in accordance with approved desirable standards then a system of deviations are to be applied and accepted, as the case may be, as follows.

- Deviations shall be subject to acceptance in the following circumstances:
- For schemes on national roads or works funded by Transport Infrastructure Ireland, Departures are submitted for acceptance to TII;
- For schemes or works, funded or part funded under the Regional and Local Roads Investment Programme, and which have a value greater than €5 million, Departures are accepted by the Department of Transport (DoT);
- For schemes or works funded or part-funded by the National Transport Authority, and which have a value greater than €5 million, Deviations are accepted by the NTA; and
- For all other works, departures and deviations are managed by the Local Authority/relevant road authority.

1.23. Quality Management

The Consultant shall ensure all deliverables are adequately proofread, checked, verified and approved before issue to the Sponsoring Agency. All deliverables shall be submitted in draft form for Sponsoring Agency approval. The Consultant shall allow two weeks for Sponsoring Agency approval and two weeks for Approving Authority approval in developing their programme. The Project Director must approve all final versions of deliverables before being issued to the Sponsoring Agency.

All drawings and reports are to have a uniformity of appearance. Drawing title blocks, colour schemes, legends, standard cross sections, etc. must be in accordance as advised by the sponsoring Agency.

The Consultant shall maintain a Document Register. All documents shall be recorded with a unique document identification and the revision history recorded. All revisions to documents previously submitted shall be clearly marked in the body of the document and recorded in the index or title page.

The Consultant shall issue to the Sponsoring Agency soft copies of all documentation, drawings, surveys and modelling data prepared in relation to the project at the end of each phase. The data shall be presented in a coherent file structure, easily readable and searchable. All documents shall be provided in a format that can be read using standard software packages as agreed with the Sponsoring Agency.

All relevant project data shall be retained in an electronic format and in a manner such that it is capable of being retrieved in an appropriate timeframe, for a period of 7 years after completion of the Services. All hard copy project data received or produced shall be converted, stored, and archived in an electronic format in accordance with the Core BIM Requirements and issued to the Sponsoring Agency within two weeks of completion of the Services.

1.24. Accessible Documentation

All documents, reports and drawings that will be shared with the public must be produced in an accessible format that is properly structured and optimised for use by assistive technology, such as screen readers.

The documentation should be prepared in accordance with the [Customer Communications Toolkit – A Universal Design Approach](#) published by the NDA.

1.25. Irish Language Requirements

The Consultant may need to provide the following documents in Irish.

- Public consultation notices.
- Newspaper advertisements.
- Information leaflets and brochures.
- Public exhibition material.
- Display boards.
- Project webpages.
- Frequently Asked Questions (FAQs).

- Feedback forms.
- Non-technical summaries.
- Statutory notices.

1.26. Non-Statutory Public Consultation

Each non-statutory public consultation shall be planned, managed, and attended by the Consultant. Public consultations events shall be sufficiently resourced by the Consultant. The Consultant shall establish and complete the full extent of all public consultation required, with regard for the relevant project requirements. The list below outlines the public consultation events:

- A meeting with Elected Members in advance of the Preferred Option Public Consultation. This meeting will be attended by the Consultant's Project Manager as well as relevant Westmeath County Council staff.
- Key Stakeholder consultation including meeting local business and residents. Meeting with 20 no. of stakeholders effected (This is an indicative quantity for pricing purposes only). These meetings will be in advance of the Preferred Public Consultation, be typically approx. 30 minutes long and will be attended by the Consultant's Project Manager and relevant Sponsoring Agency staff.
- Preferred Option Landowner Consultation. Meeting with 2 no. of individual landowners affected (This is an indicative quantity for pricing purposes only). These meetings will be in advance of the Preferred Public Consultation be typically approx. 30 minutes long and will be attended by the Consultant's Project Manager and relevant Sponsoring Agency staff.

Allow 1 day for each public consultation and assume consultation events will start at 10.30 hours and finish at 20.00 hours to be held at Westmeath County Council, Civic Offices, Mullingar, Co. Westmeath. The Consultant shall be responsible for all organisation, publicity and running of public consultation meetings. All public consultation events shall also be facilitated by online virtual consultation events for which the Consultant shall produce all required information, including virtual platform for hosting.

The Consultant shall include for preparing public notices (newspaper, radio, social media, etc.), preparing display material, preparing, and printing brochures and providing display equipment. The actual printing cost of the brochures and the venue costs will be paid by the Sponsoring Agency.

The Consultant shall be required to log all submissions in the interaction database and prepare consultation reports for each round of consultations which addresses the submissions in detail and summarises the feedback received.

1.27. Consultations with Local Authority Departments/Statutory Bodies Non-Statutory Bodies/Stakeholders

Proactive consultation is required with the appropriate statutory bodies, non-statutory bodies and key stakeholders during the development of the project. Stakeholder engagement and consultation shall include all external parties to the project team, including land/property owners, the public, Elected Members, local residence organisations, and businesses etc. The Consultant shall attend all stakeholder engagement and as required by the Sponsoring Agency. Allow for 24 no. of meetings with Local Authority Departments/Statutory Bodies Non-Statutory Bodies/Stakeholders. These meetings will be typically 30 mins long. See below for indicative only list of bodies or organisations that should be contacted.

- Utility companies (e.g. Eir, ESB, Airtricity, Gas Networks Ireland, Uisce Eireann, Virgin. NBI, others)
- Westmeath County Council Departments,
- Bus Operators (e.g. Bus Eireann, Tour Buses, Commuter Buses)
- National Transport Authority (NTA)
- An Gardaí Síochána
- Transport Infrastructure Ireland (TII)
- CIE / Iarnród Éireann
- Emergency Services (Fire Service, Ambulance Service)
- Business and Retail Representative Groups
- Resident Groups
- Pedestrian Representative Groups
- Cycling Representative Groups
- Access and Disability Representative Groups
- Local Interest and Community Groups
- Sponsoring Agency's Technical Departments
- Representative on adjacent projects
- Educational Institutions
- An Taisce
- Office of Public Works
- Inland Fisheries Ireland
- National Monuments Service
- Elected Public Representatives

A database of all external stakeholder engagement shall be developed and maintained for the duration of the commission. The database should be considered a live database and shall be maintained by the Consultant for all public, stakeholder and landowner engagement. The database will be updated regularly, with a progress update presented by the Consultant on monthly basis. The Consultant shall give the Sponsoring Agency adequate prior notice of, and be invited to, all meetings with stakeholders. The format, methodology and GDPR rules for the database relating to the project shall be agreed with the Sponsoring Agency who shall have full access to the database.

1.28. Landowner Engagement and Access Arrangements (Only required where land is being acquired)

It is anticipated that 2 no. landowners are involved over the scheme. The Consultant shall develop a Landowner Engagement Plan. The purpose of this plan is to set out an approach to landowner engagement to inform the project development. The plan shall be maintained and updated regularly and at the commencement each Phase.

The Consultant shall meet with landowners and other affected parties to confirm land ownership and right of way details, assess impacts and compile accommodation works requirements. The Consultant shall give Westmeath County Council adequate prior notice of, and be invited to, all meetings with stakeholders. The Consultant has no permission to make agreements or undertake discussion on the like. Westmeath County Council shall be responsible for all agreements of same. The Consultant shall be responsible for the detail design of all associated accommodation works and preparation of documentation, quantities and indicative cost estimates for all accommodation works.

The Consultant shall prepare land & property cost, quantities, schedules, project and design information and the like. The Consultant shall include within their lump sum and project team for an accredited Land & Property Valuation Advisor to provide Land & Property rates and finalise Land & Property Cost estimates.

It may be necessary to compensate landowners affected by the intrusive works associated with surveys, inspections, or investigations. Appropriate written consent shall be obtained from all landowners affected by the proposed works before entry onto their lands. Any refusal to allow entry onto land shall be referred to Westmeath County Council. All Consultant staff, or surveying, inspections, investigations consultants or contractors' staff entering landowner's property must be properly authorised by Westmeath County Council.

All land entry must be approved in advance by Westmeath County Council, and the Consultant shall prepare draft land entry notices in advance for affected landowners for Westmeath County Council approval.

The Consultant shall liaise with Westmeath County Council to establish the current rates of compensation for such works. The Consultant shall prepare a draft Schedule of Payments to Affected Landowners, based on these rates and shall submit the draft Schedule to Westmeath County Council.

2. Phase 2 Concept Development and Option Selection

2.1. Introduction

The Consultant shall examine and assess the technical, environmental, and economic feasibility of developing this scheme and shall produce an Options Assessment Report compiling the information gathered, the assessments carried out, and the conclusions and recommendations emanating from the work. This report shall include the identification and assessment of all feasible potential options, the comparative assessment of those options against agreed criteria and the identification of a preferred option for the project.

2.2. Progress Meetings, Steering Group Meetings and Workshops

The intended number of meetings is provided in Table 1 below.

Table 1: Proposed Meetings for Phase 2

Meeting Type	Meeting Format/Venue	Frequency of Meetings	Expected Attendance from Design Team
Progress meeting	Online / in-person	Monthly	Project Manager
Steering Group meeting	Online / in-person	Every 3 months	Project Director, Project Manager, Design Leads, Communications Lead
Workshop	Online / in-person	3 no.	Project Manager, Design Leads

2.3. Topographical Survey

The Sponsoring Agency will provide Tailte Eireann vector base mapping data to the Consultant, subject to license agreement, and any available topographical surveys.

Where a topographical survey is required to supplement the existing mapping, the Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.18 (Procurement of Third-Party Services) above, to allow the Sponsoring Agency to procure topographical surveying services.

The Sponsoring Agency shall procure the services of a Surveyor through eTenders or in accordance with WCC's procurement rules

The Sponsoring Agency shall appoint the Surveyor. All costs of the Surveyor shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

2.4. Land-Use Surveys

The Consultant shall undertake a land-use survey for the sections of the study area traversed by, or likely to be traversed by, the feasible options.

As part of the land-use survey, the Consultant shall identify any areas of special

ecological/conservation designation within the study area together with any protected structures or areas. Publicly available datasets are available via the National Parks and Wildlife Service (NPWS) maps and data webpage: [National Parks & Wildlife Service](#)

In addition, the Consultant shall identify any existing planning consents or planning applications that are material to the establishment or assessment of the options.

2.5. Land Ownership Searches

The Consultant shall undertake land ownership searches for all property traversed, or likely to be traversed, by the feasible options. The cost of the Land Registry folios shall be borne by the Sponsoring Agency.

2.6. Geotechnical Investigations

The Consultant shall undertake a desktop analysis of the study area to establish existing conditions in respect of geology, hydrology, and hydrogeology. This shall include a review of relevant previous geological and hydrogeological studies and reports, the obtaining of historic flood information and the obtaining of relevant previous borehole and other site survey data from the Sponsoring Agency, where available.

2.7. Utility Information

The Consultant shall support **Westmeath County Council** in undertaking a high-level Infrastructure Review to identify existing and future transport and utility infrastructure requirements necessary to support the housing activation objectives associated with directly benefiting lands, indirectly benefiting lands and multiplier lands within the study area.

The purpose of the review shall be to establish existing utility constraints, servicing opportunities, strategic connection requirements and infrastructure interventions that may influence the development of Project options and the future delivery of residential development. The assessment shall consider existing network capacities, proposed development demands, servicing strategies, utility corridors, strategic connection points and potential infrastructure upgrades required to support planned growth.

Westmeath County Council shall fulfil the role of Utility Engagement Manager and shall retain overall responsibility for strategic engagement with Uisce Éireann, ESB Networks, Gas Networks Ireland, telecommunications providers and other relevant utility stakeholders. The Consultant shall provide technical support to facilitate this engagement and shall participate in stakeholder workshops, utility coordination meetings and infrastructure review activities throughout Phase 2. The remainder of the specification can remain unchanged unless there are project-specific references to Westmeath locations, policies, or housing activation programmes that also need to be updated.

2.8. Environmental and Ecological Studies

The Consultant shall undertake environmental and ecological assessments of the sections of the study area traversed by, or likely to be traversed by, the possible options to establish existing ecological conditions. Such assessments shall be carried out by suitably qualified and experienced personnel.

2.9. Archaeological, Architectural and Cultural Heritage Desktop Study

The Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.15 (Procurement of Third-Party Services) above, to allow the Sponsoring Agency to procure archaeological and heritage services.

The archaeological and heritage service provider shall undertake a desktop study of the scheme area to establish baseline architectural and archaeological conditions including, but not limited to, the following:

- Protected structures;
- Industrial heritage;
- Listed buildings;
- National monuments;
- Sites of architectural interest;
- Sites or zones of archaeological interest; and
- Architectural and/or archaeological constraints.

The study shall be carried out by a qualified archaeologist in accordance with good industry practice and shall be informed by any relevant previous archaeological and architectural heritage reports pertaining to the study area.

The Sponsoring Agency may appoint the architectural and heritage service provider. All costs of the architectural and heritage service provider shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

2.10. Road Collision Analysis

The Consultant shall review available road collision information for the study area and carry out an assessment of the information with a view to identifying safety related issues to be addressed and potential remedial measures or interventions as part of the development of the project. The Sponsoring Agency will make road collision data available to the Consultant.

2.11. Transport, Mobility and Parking Surveys

The Consultant shall gather and assimilate all available transport survey information relevant to the project that is available from the Sponsoring Agency, Local Authority, TII, and the NTA.

Following this, the Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.17 (Procurement of Third-Party Services) above, to allow the Sponsoring Agency to procure surveys to infill any areas of the project where existing survey information is insufficient.

The surveys could include the following:

- Junction turning counts (JTC) including cyclists/micromobility users and pedestrians.
- Queue length surveys (QLS) at specified junctions.

- Automatic traffic counts (ATC) including speed surveys;
- On-street parking surveys and delivery surveys (duration and occupancy);
- Public transport - waiting passenger counts;
- Bus occupancy surveys/boarding and alighting counts (data may be available from NTA); and
- Origin-destination surveys.

The survey information shall be presented in a user-friendly dashboard for to allow interrogation by the Sponsoring Agency.

The Sponsoring Agency shall appoint the transport survey service provider. All costs of the transport survey service provider shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

2.12. Options Development

Options development shall be undertaken with reference to the National Investment Framework for Transport in Ireland (NIFTI) modal and intervention hierarchy. This will involve developing options that involve optimising existing infrastructure for active travel and the reallocation of existing road space.

The Transport Appraisal Framework (TAF) states that different modal options or non-infrastructure options should be considered and that options are developed in line with both the NIFTI Modal Hierarchy and the Intervention Hierarchy (see Module 4 of the Transport Appraisal Framework). A long list and short list of options should be developed per the Transport Appraisal Framework, appropriate to the scale of the project.

The key issues shall be identified for each shortlisted option, including environmental issues such as impacts on designated areas, engineering issues such as key utility diversions, land acquisition, planning issues, costs, and any other relevant items.

The design of the options shall be in accordance with the standards and guidelines listed in Section 1.8 (Relevant Standards, Guidelines and Requirements) of this document. The Consultant shall also take cognisance of any additional guidance issued by the Sponsoring Agency.

2.13. Options Assessment

The Consultant shall undertake a comparative assessment of the identified options under the Transport Appraisal Framework (TAF) criteria. A clearly defined appraisal methodology should be used, in the selection of the Emerging Preferred Option. This assessment methodology shall be agreed with the Sponsoring Agency at an early stage. This assessment shall consider all relevant information obtained in the various surveys and studies undertaken by the Consultant.

The comparative assessment shall be based on professional judgement and shall comprehensively assess the key relevant criteria in accordance with normal industry practice. The Consultant shall identify an Emerging Preferred Option for the project.

2.14. Emerging Preferred Option Drawings

Following identification of the Emerging Preferred Option, the Consultant shall develop appropriately scaled general arrangement drawings including typical cross sections at key locations in accordance with the relevant standards.

2.15. Cost Estimates

2.15.1. Option Comparison Cost Estimates

Option Comparison Cost Estimates shall be prepared by the Consultant and shall form a section of the Option Selection Report, which will be used to support the identification of the Emerging Preferred Option. Option Comparison Cost Estimates shall be prepared using the relevant template in the TII/[NTA Cost Management Guidelines](#).

2.15.2. Feasibility Working Cost Estimate

Upon identification of the Emerging Preferred Option, the Consultant shall prepare a Feasibility Working Cost Estimate relevant template in the [NTA/TII Cost Management Guidelines](#). This is an assessment of the total cost of the project, which should be as detailed as possible taking account of the level of project information and the maturity of the design.

2.16. Road Safety Audit – Stage F (Feasibility)

The Consultant shall carry out a Stage F Road Safety Audit on the shortlisted route options. The Road Safety Audit must be carried out in accordance with the requirements of TII Publication: [GE-STY-01024 - Road Safety Audit](#).

2.17. Quality Audit

The Consultant shall undertake a Quality Audit, in accordance with the requirements of DMURS ([Advice Note 4 – Quality Audits](#)), to demonstrate that appropriate consideration has been given to all of the relevant aspects of the proposed short-listed options.

The Consultant shall prepare a Quality Audit Report which should summarise the issues raised within each individual audit or assessment used to inform the design process, identify any potential conflicts between audits or assessments and propose solutions. All solutions should be measured against the main objectives of the scheme/project and presented as a series of recommendations and decisions.

2.18. Feasibility Report and Option Selection Report

The Consultant shall prepare a Project Feasibility Report and Option Selection Report which shall comprehensively cover the various studies and surveys undertaken, detail all feasible options identified, report on the options assessment process and identify a Preferred Option for the development of the project.

The Feasibility Report shall address the following:

- Definition of the problem to be addressed;
- Policy background;
- Outline of solution types proposed;

- Confirmation of technical feasibility;
- Outline of likely benefits;
- Order of magnitude of costs on a range basis; and
- Outline of challenges/risks.
- Benefitting lands to be serviced and the estimated housing capacity of the lands

The Options Selection Report shall address the following items:

- Project need and objectives;
- List of Alternatives and Options;
- Benefitting lands to be serviced and the estimated housing capacity of the lands;
- Option Comparison Cost Estimates (for Band 2 and Band 3 projects);
- Assessment of Available Options;
- Identification of Emerging Preferred Option;
- Feasibility Working Cost Estimate (Emerging Preferred Option); and
- Indicative planning and procurement approach.

2.19. Public Consultation – Draft Emerging Preferred Option

The Sponsoring Agency shall be responsible for all organisation, publicity and running of public consultation meetings including booking of a suitable venue. The Sponsoring Agency is to organise and manage the public consultation process and manage collection consultation feedback.

The Consultant shall attend all public consultation events. It is expected that there will be 1 no. in-person events and 1 no. online events. For in-person events, the Consultant shall allow for 1 day for each public consultation event. For virtual events, the Consultant shall allow for half a day for each event. Public consultation events shall be sufficiently resourced by the Consultant.

The following materials shall be provided by the Consultant as a minimum:

- Maps, drawings and reports;
- Conceptual images of the proposed scheme (for example, photomontages or photocollages);
- Scheme leaflet (in Sponsoring Agency or NTA format); and
- Project specific FAQs.

The Consultant shall prepare materials for consultation in accordance with NDA guidelines: [Engaging with Persons with Disabilities | Guidance on Consultations](#).

The Consultant shall produce a Public Consultation Report detailing the submissions received by the Sponsoring Agency during the consultation period.

2.20. Stakeholder Consultation

The Consultant in conjunction with the Sponsoring Agency shall develop a register of all potential external stakeholders. The register should be considered a live document and shall be maintained and updated regularly by the Consultant for all public, stakeholder and landowner engagement, up to and including Phase 6.

The Consultant shall attend all stakeholder engagement meetings as required by the Sponsoring Agency. The Consultant shall allow for 20 no. virtual/online meetings and 10 no. in-person meetings with stakeholders. The Consultant shall allow half a day for each in-person meeting. The Consultant shall prepare notes on the main items of discussion and any decisions made or action items agreed. A non-exhaustive list of stakeholders that should be consulted is provided below.

- Utility companies (e.g. Eir, ESB, Airtricity, Gas Networks Ireland, Uisce Eireann, Virgin. NBI, others)
- Westmeath County Council Departments,
- Bus Operators (e.g. Bus Eireann, Tour Buses, Commuter Buses)
- National Transport Authority (NTA)
- An Gardai Siochana
- Transport Infrastructure Ireland (TII)
- CIE / Iarnród Eireann
- Emergency Services (Fire Service, Ambulance Service)
- Business and Retail Representative Groups
- Resident Groups
- Pedestrian Representative Groups
- Cycling Representative Groups
- Access and Disability Representative Groups
- Local Interest and Community Groups
- Sponsoring Agency's Technical Departments
- Representative on adjacent projects
- Educational Institutions
- An Taisce
- Office of Public Works
- Inland Fisheries Ireland
- National Monuments Service
- Elected Public Representatives
- National Parks and Wildlife Service (in locations of environmental sensitivity);

2.21. Communication and Media resources

The Consultant shall include for the preparation and issue of quarterly progress reports / newsletter for the full duration of the commission and developing a media strategy for the project. The strategy shall be developed for all project phases by the Consultant and shall be maintained and updated regularly.

The progress updates are envisaged as being a short update in a newsletter style which provides information on the progress of the project for a public audience. This should include an update on what progress was made during the previous quarter, what tasks are to be undertaken in the coming months and an update on the programme for the project. The progress reports shall be in a consistent format and should include photographs and graphics. All progress reports / newsletters must be approved by the HAO prior to publication.

3. Phase 3 Preliminary Design

3.1. Introduction

The purpose of this Phase is to further develop the preferred option and establish the key engineering, planning and environmental activities required to proceed to statutory consent.

The Consultant shall develop the design for the project, to a level where there is a general layout and sufficient details prepared for the project to establish land-take requirements, key environmental impacts and a robust preliminary cost estimate. This is referred as a “Preliminary Design” and it needs to be sufficiently developed to support the preparation of the relevant planning documentation, which could include an Environmental Impact Assessment Report, a Railway Order application, a Local Authority planning process or other relevant procedure.

3.2. Progress Meetings, Steering Group Meetings and Workshops

The intended number of meetings is provided in Table 3 below.

Table 3: Proposed Meetings for Phase 3

Meeting Type	Meeting Format/Venue	Number of Meetings	Expected Attendance from Design Team
Progress meeting	Online / in-person	1 per month	Project Manager
Steering Group meeting	Online / in-person	1 every X months	Project Director, Project Manager, Design Leads, Communications Lead
Workshop	Online / in-person	2 no.	Project Director, Project Manager, Design Leads

3.3. Topographical Survey

The Consultant shall review the topographical information obtained in Phase 2 and shall identify any further topographical surveys necessary to supplement that information for the purpose of fully designing and developing the project.

Where a localised topographical survey is required to supplement the existing mapping, the Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.17 (Procurement of Third-Party Services) of this document, to allow the Sponsoring Agency to procure topographical surveying services.

The Sponsoring Agency shall procure the services of a Surveyor. A list of the service providers on the framework will be provided by the Sponsoring Agency.

The Sponsoring Agency shall appoint the Surveyor. All costs of the Surveyor shall be borne by the Sponsoring Agency and are not required to be included in the Consultant’s tender price.

3.4. Geotechnical Investigations

The Consultant shall determine all site investigations required. This may include, but not be limited to, slit trenches, bore holes, trial pits, laboratory testing etc. in order to determine the location of structures, services, the condition of boundary walls, the location of foundations, the physical properties, or to assess levels of various chemical constituents or contaminants etc.

The Consultant shall arrange the procurement of all investigation works in accordance with the Contracting Authority's and national procurement rules. (Site Investigation contract works will be paid for directly by Westmeath County Council to the Contractor. The Cost of third-party service providers will be paid for directly by Westmeath County Council. The Consultant is to include for the procurement and management only.)

The Consultant will supervise investigation works. (The Consultant is to include for three weeks full-time site supervision). All ground investigations shall be carried out by suitably qualified and competent teams and in accordance with Engineers Ireland Specification and Related Documents for Ground Investigation in Ireland (2nd Edition 2016). Supervision is to be undertaken by a Geotechnical Engineer with a minimum of 3 years of Geotechnical Engineering experience. It is anticipated by the Client that any required site investigation works be carried out following the Stage (ii) Preliminary Design in parallel with the Part 8 planning process/statutory process in order to inform the Stage (iii) Detailed Design as early as possible.

The Consultant will negotiate all necessary permits (incl. e.g. access to private property and road opening licences) with the Landowners and Contracting Authority. The Consultants will be required to carry out negotiations with landowners to secure access to third party lands to complete the site investigations.

3.5. UAV Video Footage

The Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.17 (Procurement of Third-Party Services) of this document, to allow the Sponsoring Agency to procure a Surveyor to capture the baseline situation using aerial imagery and video footage from an Unmanned Aerial Vehicle UAV in order to document the existing infrastructural provision and how it is used (pre-implementation of the project).

The Sponsoring Agency shall appoint the Surveyor. The costs of the Surveyor shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

3.6. Utility Survey

The Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.15 (Procurement of Third-Party Services) of this document, to allow the Sponsoring Agency to procure a Surveyor to undertake ground penetrating radar utility mapping within the scheme or works area in accordance with *PAS128 Underground utility detection, verification and location – Specification*, published by [The British Standards Institute](#).

The Sponsoring Agency shall appoint the Surveyor. The costs of the Surveyor shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

3.7. Utility Coordination and Infrastructure Review

The Consultant shall support Westmeath County Council in undertaking a structured Infrastructure Review to identify the transport and utility infrastructure requirements necessary to facilitate housing activation objectives associated with directly benefiting lands, indirectly benefiting lands and multiplier lands. The review shall consider utility servicing strategies, network capacities, future development requirements, utility corridors, connection points and infrastructure upgrade requirements necessary to support the coordinated delivery of residential development.

Westmeath County Council shall fulfil the role of Utility Engagement Manager and shall retain overall responsibility for strategic engagement and governance with Uisce Éireann, ESB Networks, Gas Networks Ireland, telecommunications providers and other relevant utility stakeholders. The Consultant shall nominate a Lead Engineer to provide all technical support necessary to facilitate this engagement and shall actively participate in utility coordination activities throughout each of the phases as utility coordination and infrastructure review is a key element of the process.

The Consultant shall request and review each Developer Masterplan relating to directly benefiting lands, indirectly benefiting lands and multiplier lands and shall use this information to develop an overall Local Area Infrastructure Masterplan to inform the Project design and the Infrastructure Review process.

Each Developer Masterplan shall, as a minimum, include:

- An estimate of the housing units proposed on each development site, benefiting lands and to also include units already under construction;
- A high-level masterplan showing proposed water and wastewater infrastructure;
- Proposed pipe sizes and invert levels leaving each development site;
- Proposed wastewater routes to pumping stations where relevant;
- Proposed watermain and wastewater network connection points;
- Proposed invert levels at connection locations;
- Identification of existing utility crossings and the anticipated depth of such crossings.

The Consultant shall assess the interaction of these proposals with the Ardmore Road to N52 IDA Baltrasna Roundabout Link Road Project and identify any infrastructure upgrades, network reinforcements, servicing requirements, utility diversions, safeguarding requirements or coordination measures necessary to support housing activation objectives and the coordinated development of benefiting lands

The Consultant shall:

- Review available masterplans and infrastructure proposals relating to directly benefiting lands, indirectly benefiting lands and multiplier lands and incorporate relevant infrastructure requirements into the design process;
- Coordinate with Uisce Éireann, ESB Networks, Gas Networks Ireland, telecommunications providers and all other relevant utility providers throughout each of the phases to ensure utility requirements are appropriately incorporated into the preliminary design, planning and procurement documentation.
- Incorporate utility provider requirements into the preliminary design, and planning, procurement documentation and construction strategy;
- Maintain a Utility Coordination Register recording meetings, actions, approvals, comments,

design changes and outstanding issues;

- Identify utility capacity constraints, diversion requirements, protection measures and infrastructure upgrades necessary to facilitate housing activation objectives;
- Ensure that all utility-related requirements are fully integrated into the tender documentation and construction strategy.

3.8. Utility Provider Engagement Requirements

For programme and resource planning purposes, the Consultant shall allow for a minimum of eight (8) engagement meetings with each of the following utility providers:

- Uisce Éireann;
- ESB Networks;
- Gas Networks Ireland; and
- Any other utility provider reasonably required by Westmeath County Council.

The Consultant shall prepare all agendas, technical submissions, drawings, design reports, action trackers, meeting records, responses to comments and design updates arising from these engagements. All associated costs shall be deemed to be included within the lump-sum fee

Utility engagement shall occur at key stages throughout the design process, including concept design, preliminary design, detailed design, pre-tender review and tender recommendation stages, as appropriate. Utility provider comments and requirements shall be documented and incorporated into the evolving design where relevant.

3.9. Uisce Éireann Engagement

The Consultant shall engage with Uisce Éireann, through Westmeath County Council acting as Utility Engagement Manager, to agree the scope of water and wastewater infrastructure to be included within the Project. Engagement activities shall include, as a minimum:

- Submission of high-level water and wastewater proposals for review and comment;
- Submission of updated water and wastewater proposals incorporating Uisce Éireann comments;
- Submission of preliminary design information, including horizontal and vertical alignments;
- Coordination relating to pumping stations, network connections, pipe diameters and invert levels;
- Engagement regarding material changes affecting scope, cost, programme, safety, performance or operational requirements;
- Submission of detailed design documentation for review and comment, including HAZOP Reports, Access, Lifting and Maintenance (ALM) Reports, detailed engineering drawings and Commissioning Plans;
- Submission of phase 2 to 4 tender assessment documentation for review and comment, where required.

Equivalent engagement, coordination and technical support activities shall be undertaken with ESB Networks, Gas Networks Ireland, telecommunications providers and other relevant utility stakeholders where utility infrastructure, utility diversions, protection works, new utility provision or utility servicing requirements form part of the proposed works.

Any utility infrastructure proposed for inclusion within the Project shall be limited to works that are necessary, proportionate and directly related to the delivery of the Ardmore Road to N52 IDA Baltrasna Roundabout Link Road and the housing activation objectives identified through the Infrastructure Review process, unless otherwise instructed by Westmeath County Council.

3.10. Archaeological, Architectural and Cultural Heritage Impact Assessment

The Consultant shall, in consultation with the nominated Archaeologist of the Sponsoring Agency, determine any surveys or other investigations required for Phase 3 to establish baseline archaeological and architectural conditions, or, if necessary, to supplement any surveys or investigations undertaken during Phase 2.

The Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.15 (Procurement of Third-Party Services) of this document, to allow the Sponsoring Agency to procure archaeological and heritage services.

The archaeological and heritage service provider shall undertake an assessment of the baseline archaeological, architectural and cultural heritage conditions, evaluate the likely impacts as a result of the proposed design solution and provide possible mitigation measures.

The scope of the impact study and the methodology shall be agreed with the nominated Archaeologist of the Sponsoring Agency and shall include a desktop study, field inspection and test trenches, as necessary.

The compilation of information and the undertaking of this desktop study shall be carried out by a qualified archaeologist in accordance with good industry practice and shall be informed by any relevant previous archaeological and architectural heritage reports pertaining to the study area. The Sponsoring Agency shall appoint the architectural and heritage service provider. All costs of the architectural and heritage service provider shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

3.11. Tree and Hedgerow Survey

The Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.15 (Procurement of Third-Party Services) of this document, to allow the Sponsoring Agency to procure a qualified Arboriculturist to produce a Tree and Hedgerow Survey Report. The survey will be compliant with *BS 5837 Trees in relation to design, demolition and construction – Recommendations*. The survey shall record: tree species, height, stem diameter, crown spread, height of crown clearance, age class, physiological and structural condition, management recommendations, estimated remaining contribution in years, BS 5837 retention category and root protection areas. The survey shall assess trees within the site boundary and trees outside the boundary that may be impacted by the design proposals.

The Sponsoring Agency shall appoint the Arboriculturist. All costs of the Arboriculturist shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

3.12. Transport, Mobility and Parking Surveys

The Consultant shall assess the transport survey information gathered during Phase 2 and identify areas where the survey information is insufficient or out of date.

Where additional transport surveys are required, the Consultant shall prepare the necessary documentation, in accordance with the requirements set out in Section 1.18 (Procurement of Third-Party Services) above, to allow the Sponsoring Agency to procure transport surveying services. Tender documents should be prepared in accordance with the NTA Specifications (provided on the [NTA Survey Templates](#) webpage).

The surveys could include the following:

- Junction turning counts (JTC) including cyclists/micromobility users and pedestrians;
- Queue length surveys (QLS) at specified junctions;
- Automatic traffic counts (ATC) including speed surveys;
- On-street parking surveys and delivery surveys (duration and occupancy);
- Public transport - waiting passenger counts;
- Bus occupancy surveys/boarding and alighting counts (data may be available from NTA); and
- Origin-destination surveys.

The survey information shall be presented in a user-friendly dashboard for to allow interrogation by the Sponsoring Agency.

The Sponsoring Agency shall appoint the transport survey service provider. All costs of the transport survey service provider shall be borne by the Sponsoring Agency and are not required to be included in the Consultant's tender price.

3.13. Traffic Signal Data

The Consultant shall request from the Local Authority (or their agent) existing traffic signal data (including phasing sequences and signal timings) within the scheme or works area. This information is to be incorporated into any traffic modelling undertaken for the project.

3.14. Transport Modelling

The Consultant shall undertake junction capacity analysis of the following junctions:

- Ardmore Road to N52 IDA Baltrasna Roundabout Link Road and Ardmore Road
- N52 from Marlinstown roundabout to Ballinderry Road roundabout.
- R156 Dublin Road from Marlinstown Roundabout to Petitswood roundabout.
- Other junctions as advised by WCC.

The Consultant shall use industry standard junction and traffic modelling software to assess the scheme impacts.

3.15. Preliminary Structural Inspection

The Consultant shall carry out a desktop review of available records and undertake a visual, non-intrusive on-site inspection of any structures along the preferred route.

The Sponsoring Agency should provide a list of structures to be inspected, such as bridges, culverts, retaining walls, etc. including any existing house or houses along the preferred route.

3.16. Flood Risk Assessment

The Consultant shall undertake a Stage 1 assessment (flood risk identification) to identify whether there may be any flooding or surface water management issues related to the scheme or works that may warrant further investigation. The assessment shall be carried out in accordance with [The Planning System and Flood Risk Management - Guidelines for Planning Authorities](#).

A Flood Risk Assessment Report shall be produced for the preferred option to inform the design.

3.17. Screening for Appropriate Assessment and Environmental Impact Assessment

The Consultant shall undertake screening for Environmental Impact Assessment (EIA) and Appropriate Assessment (AA). The screening shall be undertaken in accordance with the Article 6(3) and 6(4) of the EU Habitats Directive (92/43/EEC) and the European Communities (Birds and Natural Habitats) Regulations 2011.

3.18. Walkability Audits

Not applicable

3.19. Road Safety Audit – Stage 1

The Consultant shall carry out a Stage 1 Road Safety Audit on the draft Preliminary Design. The Road Safety Audit must be carried out in accordance with the requirements of TII Publication: [GE-STY-01024 - Road Safety Audit](#).

3.20. Quality Audit

The Consultant shall undertake a Quality Audit, in accordance with the requirements of DMURS ([Advice Note 4 – Quality Audits](#)), to demonstrate that appropriate consideration has been given to all of the relevant aspects of the preliminary design.

The Consultant shall prepare a Quality Audit Report which should summarise the issues raised within each individual audit or assessment used to inform the design process, identify any potential conflicts between audits or assessments and propose solutions. All solutions should be measured against the main objectives of the project and presented as a series of recommendations and decisions.

3.21. Infrastructure Equality Audit (Baseline and Design Stage)

The Consultant shall prepare the following audits in accordance with NTA [Infrastructure Equality Guidance](#) and NDA [Guidelines for Access Auditing of the Built Environment](#).

- Baseline Infrastructure Equality Audit which assesses the existing infrastructure on the ground and includes a list of issues and recommendations; and
- Design Stage Infrastructure Equality Audit of the draft Preliminary Design which should include a list of potential access issues/barriers and recommended design improvements.

3.22. Preliminary Cost Estimate

The Consultant shall prepare a preliminary cost estimate using the relevant template in the [NTA/TII Cost Management Guidelines](#).

3.23. Preliminary Design Report

The Consultant shall prepare a Preliminary Design Report in accordance with the [HAO](#) Project Management Guidelines. The Preliminary Design Report shall include the outcome of the various surveys, analyses and investigations undertaken to develop the Preliminary Design and should include, but not be limited to, the following as appropriate for the scale of the project:

- Background and brief description of the project;
- Project need and objectives;
- Benefitting lands to be serviced
- Details of the various baseline surveys and assessments undertaken, together with details of how the outcome of these surveys and assessments have been incorporated into the design solution;
- Details of the proposed scheme layout, geometry, cross section;
- Details of the proposed pedestrian and cycling facilities;
- Details of public transport facilities such as bus stops, signage, and interchange arrangements;
- Details of parking impacts and proposals for parking, deliveries and general loading and unloading;
- Any special speed control or other measures included in the scheme;
- Details of the transport assessment undertaken setting out the likely traffic impacts on general traffic and public transport, including impacts on junctions and likely performance of junctions and links;
- Likely impacts due to utilities and details of any utility diversions required;
- Likely transport benefits and impacts on the surrounding social, natural and built environment;
- Environmental impact and mitigation measures included in the scheme;
- Preliminary construction proposals, working constraints and indicative traffic management proposals;
- Outline landscaping and public realm proposals;
- Details of proposed property/land acquisition;
- Preliminary cost estimate;
- Project appraisal
- Conclusions and Recommendations; and
- Appendices, to include Audits carried out during Phase 3 (for example, Stage 1 Road Safety Audit Report); and Preliminary Design drawings comprising plans, layouts and details

defining the scheme, to include: road layouts, junction and access layouts, footways, cycle facilities, road crossings, bus stop layouts, public realm and landscape elements such as planting, trees, seating, and SuDS measures.

4. Phase 4 Statutory Processes

4.1. Introduction

The objective of this phase is to finalise the submission of the statutory consent documents for the project, seek the appropriate approvals and support the approval process to its conclusion.

4.2. Progress Meetings, Steering Group Meetings and Workshops

The intended number of meetings is provided in Table 5 below.

Table 5: Proposed Meetings for Phase 4

Meeting Type	Meeting Format/Venue	Number of Meetings	Expected Attendance from Design Team
Progress meeting	Online / in-person	1 per month	Project Manager
Steering Group meeting	Online / in-person	1 every X month	Project Director, Project Manager, Design Leads, Communications Lead
Workshop	Online / in-person	X no.	Project Director, Project Manager, Design Leads

4.3. Part 8 Planning Consent

Consultant shall provide for preparation of a Planning Application in accordance with Part 8 of the Planning and Development Act 2000 for the Scheme. Upon acceptance of the draft preliminary design by Westmeath County Council, the Consultant shall develop and prepare a Planning submission, including drawings and any relevant environmental studies, to be submitted to the relevant Planning Authority. The following shall be included:

- Prepare the planning document package for submission.
- Complete Appropriate Assessment Screening and Environmental Impact Assessment Screening.
- Prepare the wording for newspaper advert and prepare the site notice.
- Allow for 0.5 day with Councillors, allow for 0.5 day for preplanning meeting and allow for 1 day with Local Residents / Stakeholders.
- Respond to planning queries on behalf of Westmeath County Council.
- Incorporate alterations to the design arising from the relevant planning approval.
- Create the required planning drawings and report for the planning application to include:
 - AA Screening / EIA Screening statements
 - Desktop Archaeology
 - Site Specific Flood Risk Assessment

- Description of the proposed development
- Full Set of Preliminary Design Drawings

Following public consultation phase of the planning process, the Consultant shall prepare a report listing all submissions received and shall prepare appropriate responses to the submissions.

The Consultant shall subsequently make any necessary design amendments arising from the public consultation process as agreed with Westmeath County Council and update the Preliminary Design Drawings accordingly.

The Consultant shall coordinate all elements of the planning application process and compulsory acquisition process (if necessary).

4.4. Compulsory Purchase Order (CPO)

The Consultant shall prepare a Compulsory Purchase Order (CPO) in accordance with the provision of current planning and development legislation and any other applicable legislation, for the acquisition of any land, or rights in relation to land, that is required for the project.

In preparing a CPO, the Consultant shall prepare a set of tender documents for the appointment of a property specialist (the “Property Consultant”) to undertake a property reference for all land and land rights necessary for acquisition in relation to the project and to provide valuation estimates for such acquisition. The Consultant shall undertake the running of a tender competition on behalf of the Sponsoring Agency to appoint such Property Consultant and shall evaluate the tenders received and recommend an appointment to the Sponsoring Agency. The Sponsoring Agency shall appoint the Property Consultant, and the Sponsoring Agency shall manage the work of the Property Consultant. All costs of the Property Consultant shall be borne by the Sponsoring Agency and are not required to be included in the Consultant’s tender price.

The Consultant shall also carry out a planning search to identify any planning permissions requiring extinguishment or modification and shall prepare any documentation required in relation to such extinguishment or modification.

It is anticipated that 2 no. landowners are involved. The Consultant shall prepare the CPO notices and drawings, including:

- A set of formal CPO drawings in accordance with legislative requirements to a scale of 1,000;
- Formal notices in the prescribed form of the CPO and accompanying documentation for submission to An Bord Pleanála;
- Notification of the CPO to prescribed bodies;
- A set of individual site maps at a scale of 1:1000 for the individual landowners from whom land, or land rights are being required;
- A set of individual acquisition notices for the individual landowners from whom land, or land rights are being required; and
- ESRI ArcGIS compatible file geo-databases or shape files detailing the scheme and associated land take requirements must be provided by the Consultant and must be to the ITM Grid coordinate system.

All costs involved in the preparation and issuance of the CPO documentation and these notices are included in the Consultant's tender price.

4.4.1. Engineers Report

The Consultant shall complete an Engineer's Report certifying that the lands contained in the CPO/Land Agreement Schedule are necessary and sufficient for the purpose of constructing the scheme and recommending to the Chief Executive of the Sponsoring Agency that the CPO/Land Agreement can be published. This shall include for temporary land acquisitions also.

4.4.2. Public Notices

The Consultant shall prepare Public Notices to notify the public of the planning application and CPO in the prescribed form in accordance with Sponsoring Agency and HAO requirements. All external communications on the project shall be approved by the Sponsoring Agency.

4.5. Oral Hearing (for CPO)

Oral hearing for EIA is not included in this brief and should be included in a separate tender for EIA. However, there is potential for Oral Hearing as part of the CPO process. If CPO is considered likely, the Sponsoring Agency should include this section.

The Consultant shall undertake the following work items related to an Oral Hearing:

- Prepare comprehensive briefs of evidence from all relevant disciplines;
- Present such briefs of evidence at the Oral Hearing;
- Liaise with the legal team and participate in the preparatory meetings for the Oral Hearing; and
- Prepare detailed responses to submissions made and present responses at the Oral Hearing.

The Consultant shall allow for 5 no. days for both preparation and attendance at the Oral Hearing.

4.6. Updated Preliminary Cost Estimate

The Consultant shall update the preliminary cost estimate developed in Phase 3 utilising the relevant template in the [TII Cost Management Guidelines](#).

4.7. Planning Outcome Report

The Consultant shall, as soon as practicable after the planning conditions are known, produce a report of the outcome of the planning process. This report should include:

- The outcome of the planning process including a copy of the Planning Approval;
- A review of the granted consents and their terms;
- A review of any impacts the terms of approval may have on the project going forward; and
- Identify any changes arising from the planning processes to the Project Brief, costs and/or benefits of the proposed scheme, or other matters which would be likely to alter the initial appraisal.