

Tender and Schedule

for

The Provision of

Engineering Consultancy Services for the Ardmore Road to N52 IDA Baltrasna Roundabout Link Road, Mullingar, Co. Westmeath.

For

Westmeath County Council

using the

Standard Conditions of Engagement for Consultancy Services (Technical)

Conditions of Engagement for Consultancy Services (Technical)

Document Reference FTS 9 v1.10

16 September 2024

© 2024 Office of Government Procurement

Published by: Office of Government Procurement

Department of Public Expenditure NDP Delivery and Reform
Government Buildings
Upper Merrion Street
Dublin 2

Tender

To	<i>The Contracting Authority</i>	Westmeath County Council
	<i>Address of Contracting Authority</i>	Westmeath County Council, Aras an Chontae, Mount Street, Mullingar, Co. Westmeath
	<i>For the attention of</i>	David Cummins, Executive Engineer, Transportation Section
Date:		

Contract	<i>For the provision of</i>	Engineering Consultancy Services
In relation to	<i>Project title</i>	Ardmore Road to N52 IDA Baltrasna Roundabout Link Road, Mullingar, Co. Westmeath.

A Dhaoine Uaisle

We have examined and understand the **Conditions of Engagement for Consultancy Services (Technical)**, the completed Schedules A and B (where appropriate), and any other tender information supplied, all as amended by any supplemental information, for the above contract.

Terms used in this tender that are defined in those documents have the same meaning in this tender. We submit with this tender a detailed breakdown of the tender price (if requested). We offer to provide and complete the Services required on the terms of and in conformity with the documents referred to in the preceding paragraph for:

the lump sum fee of:

insert amount	euro excluding VAT for the Whole Stage/Stage(s),
---------------	--

as adjusted in accordance with the contract.

and/or

an overall percentage fee of:

insert %	% for the Whole Stage/Stage(s),
----------	---------------------------------

together with the rates for Time Charges to be determined in accordance with the provisions of the Invitation to Tender.

The amounts set out in this Form of Tender include for expenses, for any intellectual property rights required and, where the Services include acting as Project Supervisor for the Design Process, Assigned Certifier, or signing of the Design Certificate, any fee for so acting.

Rates for Tendered Time Charges

Grade	Hourly rate
-------	-------------

Project Director	€
Project Manager	€
Senior Road Design Engineer	€
Senior Civil Engineer	€
Senior Environmental Engineer / Specialist	€
Utility Design Engineer	€
Project Supervisor for the Design Process (PSDP)	€
Senior Planner	€
Quantity Surveyor	€
Landscape Architect	€
	€
	€

In consideration of your providing us with the contract documents, we agree not to withdraw this offer until the later of:

- 180days after the end of the last day for submission of this Tender
- expiry of at least 21 days written notice to terminate this Tender given by us.

Your acceptance of this Tender within that time will result in the Contract being formed between us.

We agree that you are not bound to accept the lowest or any tender you may receive.

We agree that if any contract formed by acceptance of this Tender is determined to be void, voidable, unenforceable, or ineffective, any damages for which you may be liable will not exceed the amount that would have been payable under Clause 14.29 of the Conditions of Engagement on termination under clause 14.9 of the Conditions.

We agree that if, at the date of the Contract formed by the acceptance of this Tender, we have in place Annual Aggregate Insurance:

- (a) we shall monitor the EU and UK market at no longer than yearly intervals to establish whether
 - (i) the Each and Every Insurance, or (ii) better cover than the cover in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal, can be obtained at the Increased Premium Rates; and
- (b) if the Each and Every Insurance:
 - (i) becomes available to us at the Increased Premium Rates; or
 - (ii) is not available (or not available to us at the Increased Premium Rates) but better cover than the Annual Aggregate Insurance in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal becomes available to us at the Increased Premium Rates,

we shall immediately effect such available cover (subject to having obtained your prior written approval, such approval not to be unreasonably withheld or delayed) and notify you in writing within seven days that we have so effected the cover.

For the purposes of this Tender,

the “**Increased Premium Rates**” means premium rates that do not exceed 125% of the premium rates payable by us for cover on an annual aggregate basis at the time of the applicable annual renewal PROVIDED THAT any difference between (i) premium rates for cover on an annual aggregate basis and (ii) premium rates for the Required Insurance or better cover than the cover in place at the later of the date of the Contract formed by the acceptance of this Tender or the latest relevant annual renewal (whichever is applicable), is not due to any act, omission, default, claim, notice of claim, negligence or otherwise of or against us;

“Each and Every Insurance” means professional indemnity insurance on an each and every claim basis at the level set out in the Schedule; and

“Annual Aggregate Insurance” means professional indemnity insurance on an annual aggregate basis at the level set out in the Schedule.

Is sinne, le meas,

Signed on behalf of

Name of Tenderer

*Signature of authorised
person*

In the presence of

Signature of witness

Name of witness

Witness’s occupation

Witness’s address

OR (If the Tenderer is an individual)

Signed by

Signature of Tenderer

Name of Tenderer

In the presence of

Signature of witness

Name of witness

Witness’s occupation

Witness’s address

**STANDARD CONDITIONS OF ENGAGEMENT
FOR CONSULTANCY SERVICES (TECHNICAL)
SCHEDULES**

SCHEDULE A: CONTRACT PARTICULARS¹

INTERPRETATION

The Agreement is organised in elements, by individual numbers and line breaks, and titled groups, within each clause. One purpose is to identify clearly which contents go together as part of the same element, especially which qualifications, modifications and exceptions apply to what, and the relationships between elements.

Element numbers provide precise references. They are preceded by clause numbers in larger font except where the reference is in and to the same clause [e.g. '1, 5,6,7' in clause 2.4, but '7' alone in 2.10].

Instead of including 'and' or 'or' where either would cause ambiguity, commas are used between contents of an element, and semi-colons between elements in a sentence (with indenting where convenient for listing them), to show that they apply individually and together as relevant to the subject.

Square brackets are included where useful to identify as such clarifications, explanations, reminders of purposeful implications or of general law, and cross-references, to show that significance is not to be given to their absence elsewhere, or in the case of general law that it is not being changed.

In the Agreement, Schedules, except where the context indicates, words in the singular include the plural and the reverse.

1. APPOINTMENT

1 Client, Consultant, Contact Details

Client	
Name	Westmeath County Council
Telephone	044 9332000
Mobile	N/A
Email	david.cummins@westmeathcoco.ie

Client's Representative	
Name	David Cummins
Telephone	044 9332000
Mobile	N/A
Email	david.cummins@westmeathcoco.ie

Consultant	
Name	
Telephone	
Mobile	
Email	

¹ Completed by the Client

Consultant's Representative	
Name	
Telephone	
Mobile	
Email	

2 Project

Engineering Consultancy Services for the Ardmore Road to N52 IDA Baltrasna Roundabout Link Road, Mullingar, Co. Westmeath

7 Whole, parts, of other documents included in the Contract

1. Letter of Acceptance including any agreed record of relevant post-tender clarifications.
2. Pricing Schedule
3. Service Requirements
4. Clarifications during tender.
5. COE 1 Standard Conditions of Engagement for Technical Services (Technical)
6. COE 1 Schedule A & B
7. FTS9 Form of Tender and Schedule
8. Tenders Response to the Qualitative Award Criteria A-B including sub-criteria
9. Any relevant Post Tender Clarifications considered appropriate by the Contracting Authority.
10. Design Brief (Ardmore Road to N52 IDA Baltrasna Roundabout Link Road) issued with Tender documents.
11. MF 2.1 Professional Indemnity Insurance Certificate included in the Tender documents
12. MF 2.4 Acceptance of general Health & Safety by all Service Providers
13. MF 2.5 PSDP and acceptance of role PSDP
14. ESPD
15. Any other additional documentation as stated in the tender documentation.

2. PERFORMANCE

12 Consultant has no authority –

to make any Change Order with an extra value above:

€ 5,000 exclusive of VAT

to make Change Orders in any three month period with a cumulative extra value above:

€ 10,000 exclusive of VAT

any Change Order causing or contributing to a reduction in safety, quality, usefulness, of the Project.

to waive any of the Client's rights or the Contractor's obligations under a Project construction contract without limitation to notice periods such as those set out in sub-clause 10.3 of the Public Works Contracts (PW-CF1 to PW-CF5).

Client Representative (CR) to be informed of any Change Order as soon as possible

17 Limit of Liability

The Liability Cap is:

€ 1,500 /000(euro)²

The Liability Cap shall not apply to any claim, loss, damage, cost, expense or liability relating to

- a) death, personal injury or illness;
- b) fraud or fraudulent misrepresentation;
- c) wilful default;
- d) gross negligence;
- e) third party property;
- f) sub-clause 13.26 of this Agreement; or
- g) any liability which the Consultant cannot lawfully exclude or limit.

19 Insurance types, terms

COVER	Minimum cover	Permitted deductible each and every occurrence	Period
Annually renewable Professional Indemnity policy, against liability for losses due to professional negligence. The conditions provide for claims for breach of professional duty or civil liability as well as negligence. The jurisdiction in which claims can be lodged and settled includes IRELAND	Each and every claim or series of claims arising out of the same originating cause³ €1,250,000 OR Per claim and limited in the Annual Aggregate⁴ €1,500,000	2.0% of gross fee turnover, or €5,000 whichever is greater	From start to completion of the Services; and six years from certified substantial completion of the Project works subject to reasonable adjustment of cover for any exceptional increases in insurance market rates.
Public Liability for death, personal injury [except EL, next type]; loss of, damage to, property; with indemnity to the Client as principal	€ 6,500,000	€ 10,000	From start to completion of the Services.
Employers' Liability for death, injury, to employees	€ 13,000,000	None	From start to completion of the Services.
Insurance of plans, documents	€ None	None	From start to completion of the Services.

² If no sum is stated, the applicable amount is €1,500,000 (one million, five hundred thousand euro)

³ The Each and Every Insurance for the purpose of the Tender

⁴ The Annual Aggregate Insurance for the purpose of the Tender

25 Key Team Members

Key Team Members are the members of the Consultant's team that are named in the Consultant's tender submission for the Services and/or named in the Consultant's suitability assessment questionnaire response for the Services, as applicable.

7. COORDINATION

5 Facilities from the Client

None

6 Client's resident staff

None

11 Team Leader

The Consultant is team leader.

9. PAYMENTS

13 Inflation Adjustment

First Adjustment Date means for any element of the Fee that is

- a) a Lump Sum [by Schedule B only, not by conversion under 9.11,12], the date that is the Base Date;
- b) based on Tendered Time Charges, the date that is the Base Date;
- c) a Lump Sum [by conversion under 9.11,12 only] the date that is the later of:
 - (i) the Base Date; or
 - (ii) the Percentage Fee Conversion Date;
- d) a percentage applied under 9.7,8 the date that is the later of:
 - (i) the Base Date; or
 - (ii) the Percentage Fee Application Date.

Base Date means the date that is the first day of the 25th month falling after the date that is 10 days before the last date of receipt of the Consultant's tender for the Services, or, if there was none, 10 days before the Client received the Consultant's tender for the Services.

Calculated Time Charges means Time Charges that are calculated by the Client in accordance with Section 5.5 (Pricing) of the Instructions to Tenderers for Consultancy Services using a formula to calculate hourly rates and carrying a document reference of ITT-S1a or ITT-S2a, as applicable. Calculated Time Charges shall only apply where ITT-S1a or ITT-S2a was used in the tender for the Contract.

COE Fee Adjustment Factor is the figure for a Relevant Quarter in an Indexation Year published on the [constructionprocurement.gov.ie](https://www.constructionprocurement.gov.ie) [or any successor] website.

Indexation Year means a period of a year with the first Indexation Year being the period starting on the First Adjustment Date and ending on the day before the anniversary of the First Adjustment Date; for each subsequent Indexation Year it shall be the period of a year from the last anniversary of the First Adjustment Date and ending on the day before the next anniversary.

Percentage Fee Application Date means the date upon which the Client applies a Scheduled Percentage for the Total Fee under 9.7,8.

Percentage Fee Conversion Date means the date upon which the Client converts a Scheduled Percentage Total Fee to a Lump Sum Fee under 9.11,12.

Quarter means a period of 3 months ending on 31 March, 30 June, 30 September or 31 December in any calendar year.

Relevant Quarter means the Quarter in which a First Adjustment Date occurs.

Tendered Time Charges means Time Charges tendered by the Consultant in accordance with Section 5 (Pricing) of the Instructions to Tenderers for Consultancy Services using tendered hourly rates and carrying a document reference of ITT-S1b or ITT-S2b, as applicable. Tendered Time Charges shall only apply where ITT-S1b or ITT-S2b was used in the tender for the Contract.

10. DEBTS TO CLIENT

4 Interest

The rate of interest payable on Client's wrongful deduction is p.a⁵.

12. BUDGETARY CONTROL

2 Excess Percentage

'Excess Percentage' means the percentage [if any] in excess of % of the tendered amount accepted by the Client for the Project construction by which that amount is above or below the last estimate approved by the Client before giving permission to start Stage (iii).

13. INTELLECTUAL PROPERTY etc

11 Assignment

There is assignment to the Client instead of a licence.

Document, design or deliverable	N/A
---------------------------------	-----

14 Licence

Client may use Consultant's design etc. for –

Individual projects:	N/A
Types of project:	N/A

15 Fees [if any]

The only fees payable by the Client for its rights under this clause are: included in the Fixed Price Lump Sum Fee.

18 Publicity

Consent to publicity is required from the Client.

14. TERMINATION

9 Scheduled termination events

The following are Scheduled termination events:

1. Where the Contract is subject to Statutory Instrument 284 of 2016 European Union (Award of Public Authority Contracts) Regulations 2016 or Statutory Instrument 286 of 2016 European Union (Award of Contracts by Utility Undertakings) Regulations 2016 and:
 - (i) the Consultant has, at the time of Contract award, been in one of the situations referred to in Article 57(1) of SI 284 of 2016 and, in the opinion of the Employer, should therefore have been excluded from the procurement procedure; or

⁵ If no rate of interest is specified, the European Central Bank main refinancing rate ('ECB') plus eight percentage points (ECB+8%) shall apply.

- (ii) the Contract should not have been awarded to the Consultant in view of a serious infringement of the obligations under the Treaties and Directives 2014/24/EU or Directive 2014/25/EU that has been declared by the Court of Justice of the European Union in a procedure pursuant to Article 258 of the Treaty on the Functioning of the European Union; or
 - (iii) in the opinion of the Employer, the Contract has been subject to a substantial modification which would have required a new procurement procedure pursuant to Regulation 72 of SI 284 of 2016 or Regulation 97 of SI 286 of 2016; or
 - (iv) the Consultant (or its or sub consultant(s), if any) falls within the category of prohibited economic operators identified in Regulation (EU) No 833/2014 of 31 July 2014 (as amended by EU Regulation 2022/576 amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine or any subsequent amendments to same).
2. Any breach of clause 2.22,23 Corrupt Gifts or the commission of any offence by the Consultant, any subcontractor, agent or employee under the Criminal Justice (Corruption Offences) Act 2018. [Without affecting its other rights], the Client shall be entitled to recover from the Consultant the amount or value of any gift, consideration or commission.

In this Form of Tender and Schedule, the reference to "Treaties" means the Treaty on European Union, the Treaty on the Functioning of the European Union, the Treaty establishing the European Atomic Energy Community and the Charter of Fundamental Rights of the European Union.

30 Payment where Client terminates at will

Where the Client terminates Services at will although the Project is continuing, the Consultant is entitled to 0% of the difference between the Fees payable under clause 14.27 [without any apportionment under 14.28], and the total fee that would, as estimated at termination, have been payable on completion of the Services for the last Stage in or after which the termination occurred.

16. DISPUTES

1 Initial resolution method

The Procedure set out in Clause 16 of the Standard Conditions of Engagement for Consultancy Services (Technical)

4 Nominator

In default of agreement, an arbitrator, conciliator or other for 16.1, will be nominated at the request of either party by the following person[s]: The President of the Institution of Engineers of Ireland (Engineers Ireland)

In default of agreement an adjudicator, under the Construction Contracts Act 2013, will be appointed at the request of either party by the Chairperson of the Panel of Adjudicators.

5 Rules

The applicable Rules are the following published for use with these Standard Conditions of Engagement:

In the case of Arbitration, the arbitration rules are the Capital Works Management Framework (CWMF) *Arbitration Rules for use with Public Works and Construction Services Contracts* (AR1) published on <http://constructionprocurement.gov.ie/arbitration-rules/> on the date 10 days before the latest date for submission of Tenders for this contract (disregarding any amendments posted on that date).

(Identify the Rules that apply in each other resolution method, or where none any Rules agreed by the parties.)

SCHEDULE B: CONSULTANT'S SERVICES AND FEES

CONSULTANT'S STAGE SERVICES

The Consultant's appointment is for Whole Stages for Stages (ii) to (iv) as tabled below.

PSDP SERVICES

Performance of all the duties of Project Supervisor for the Design Process is included in the Services as tabled below [and the Stage Fees].

ASSIGNED CERTIFIER SERVICES

Performance of all the duties of Assigned Certifier under the Building Control (Amendment) Regulations 2014 is not included in the Services [and the Stage Fees].

DESIGN CERTIFICATE SERVICES

The Consultant is not required to sign the Design Certificate in accordance with the Building Control (Amendment) Regulations 2014.

TOTAL FEE [9]

Lump Sum: All Services Stages below for 13 months

STAGE SERVICES

Stage (i)	N/A				
STAGE SERVICES	Performance Period from permission to start [4.4] (days)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]

STAGE SERVICES

Stage (ii)	Phase 2 as per Housing Infrastructure Investment Fund (HIIF) Project Lifecycle Phases. Concept Development & Option Selection				
	Performance Period from permission to start [4.4] (days)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
STAGE SERVICES					
The services must include but not limited to the details as outlined in the Project Brief	4 Months Start: Month 0. Completion: End of Month 4.	On receipt of Phase 2 Approval	30%		5%

Sub-Stage (ii a)					
Sub-Stage (ii b)					
Sub-Stage (ii c)					

STAGE SERVICES

Stage (iii)			Phase 3 as per Housing Infrastructure Investment Fund (HIIF) Project Lifecycle Phases. Preliminary Design		
STAGE SERVICES	Performance Period from permission to start [4.4] (days)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
The services must include but not limited to the details as outlined in the Project Brief	4 Months Start: Month 4 Completion: End of Month 8.	On receipt of Phase 3 Approval	30%		5%

STAGE SERVICES

Phase 4 as per Housing Infrastructure Investment Fund (HIIF) Project Lifecycle Phases. Statutory Processes					
Stage (iv)	Performance Period from permission to start [4.4] (days)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]
STAGE SERVICES					
The services must include but not limited to the details as outlined in the Project Brief	3 Months Start: Month 8. Completion: End of Month 11.	On receipt of Phase 4 Approval	40%		5%

STAGE SERVICES

Stage (v) Handover of Works		N/A			
STAGE SERVICES	Performance Period from permission to start [4.4] (days)	Milestones (if any)	Percentage of Total Fee for Stage	Stage Fee	Percentage of Stage Fee for suspension [4.18,19]

DETAILS OF STAGE SERVICES REFERRED TO ABOVE

The full scope of services sought are outlined in the Brief for Procurement of Consulting Engineer, Ardmore Road to N52 IDA Baltrasna Roundabout Link Road, Mullingar, Co. Westmeath. (Phase 2 to Phase 4). PSDP role is to be provided by the Consulting Engineer.

PROJECT SUPERVISOR FOR THE DESIGN PROCESS SERVICES	Performance period	
All the duties of Project Supervisor for the Design Process according to the Safety, Health and Welfare (Construction) Regulations 2013, notwithstanding any inconsistent Contract contents.	While required for these Services [subject to any later appointment, earlier clause 14 Termination, by the Client].	No additional payments

TIME CHARGES

The following Tendered Time Charges apply to suspension [4.21], Client's Changes [clause 11] (unless the Time Charges are Calculated Time Charges, in which case Calculated Time Charges apply)

Grade	€ per hour (exclusive of VAT)
Project Director	
Project Manager	
PSDP	
Civil Engineer	
Road Design Engineer	
Utility Design Engineer	
Environmental Engineer / Specialist	
Planner	
Quantity Surveyor	

Grade	€ per hour (exclusive of VAT)

MANAGEMENT SERVICES

[Included in Stage Services as relevant, and in the Total Fee and Stage Fees]

REPORTING		
Timing	Contents	Method
Scheduled Meetings	Consultant to prepare minutes of all meetings	By email and as directed by client. By email. Minutes are to be circulated to attendees within five working days post meeting.
Monthly	Progress reports. Reports to include updates on safety, works planned for next period, manpower, progress, programme, status of critical path, cost, variations, procurement, design development status, liason external agencies, clarification requests, information requirements.	By email and as directed by Client.

TRANSFERS [3]

Timing	Contents	Method
Written requests to be lodged with the Client, detailing reasons, not less than one week before decision is required in accordance with the programme.	Detailed reasons for request. Client to provide a written response within one week.	By email and as directed by the Client

COMMUNICATIONS [6]

Timing	Contents	Method
Monthly Progress Reports including programme, agenda and minutes to be issued to the Client 3 working days before monthly Progress Meetings. Steering Meetings, Technical meetings, or Workshops.	All communications shall be received by Email. Hard copy required only if and when specifically requested by the Client. Tasks assigned to parties to be notified by action listing on Minutes of Progress Meetings. Consultant to prepare and circulate minutes of all meetings to all attendees and any other personnel as required.	By email and as directed by the Client

COORDINATION [7]

Timing	Contents	Method
For Contract Duration	Attendance at meetings, including the preparation and circulation of minutes, progress reports, programme, decision/action list and financial update. Meetings to be attended by Project Director, Project Manager and other key personnel as required. The location of all meetings will be in Westmeath.	
For Contract Duration	Liaison with Statutory Bodies, non-Statutory Bodies and interested parties/ stakeholders, including attendance at meetings and recording of minutes.	

COOPERATION [8]

Timing	Contents	Method
For Contract Duration	Participate in meetings, workshops, presentations and consultations in a co-operative, professional and problem solving way. Ensure co-operation of sub-consultants. Maintain availability of personnel and in particular key personnel to carry out their duties and responsibilities in relation to the scheme. All changes in personnel require the written approval of the Client in advance of any such change	

PAYMENTS [9]

Timing	Contents	Method
As Per Contract	Payments will be linked to key milestones and the successful delivery of same, as outlined at the start of this Schedule.	Invoices by Email

CLIENT'S CHANGES [11]

Timing	Contents	Method
As detailed in the client's written communication	Client to provide a written statement on the scope of changes, seeking a costed proposal from the Consultant on the matters covered in Clauses 11(1) to 11(7) within a stated time. Consultant must respond with the required proposal within the stated time. Client must respond to the proposal within two weeks of receiving it and Consultant must respond to Client's response within one week of receiving it.	Email

TERMINATION [14]

Timing	Contents	Method
	Consultant to prepare a Comprehensive Handover Report covering all contract obligations on Termination.	Written report from the Consultant to Client

ALERTS, FOLLOW UP

Timing	Contents	Method
Conflict of Interest [2.29]	Details of Conflict of Interest- Full details of the conflict of interest or potential conflict of interest together with any further information which the Client may require [including any steps proposed to manage the conflict or potential conflict].	By written communication within forty-eight hours of the circumstances becoming apparent
By written communication within two working days of the circumstances becoming apparent.	Circumstances likely to require change in agreed scope of construction works.	E-mail
By written communication within two working days of the circumstances becoming apparent.	Construction variation required beyond the Consultant's authority [2.12].	E-mail
Consultant shall submit written confirmation of renewal of premium within one week of renewal due date.	Insurance default [2.20]	E-mail
Consultant to communicate his requirements and necessary dates, to the Client at Initiation Meeting and thereafter as required.	Information, access, assistance, urgently needed [7.1-6].	E-mail