

Design Team Procurement Simon Community (Galway) CLG

Description of Services

Refurbishment of No. 13 Market Street, Galway City, Co. Galway.

Consultancy Services:

Integrated Design Team to Include: Project Lead with Services of Architecture, Conservation Architect (Grade 1 or 2), Structural & Civil Engineering, Building Services Engineering, Quantity Surveying/Cost Consultant, Fire Consultant, DAC Services, Project Supervisor Design Process, Design Certifier.

Stage Service: Feasibility Study for CAS Single Approval Process (Stage 1.4)

September 2026



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1.0 Project Description

1.1 Overview

Simon Community (Galway) CLG (SCG) is a registered charity and was set up in 1979 to offer various homeless services and supports as well as reducing homelessness and social disadvantage, working towards homeless prevention, and providing health and wellbeing services to its clients.

Simon Community (Galway) wish to engage an Integrated Design Team, including a Grade 1 or 2 Conservation Architect for the refurbishment of the existing three-storey plus attic hostel (four floors in total) at 13 Market Street, Galway City. The proposal is to re-purpose the existing building to provide 4 or 5 no. self-contained one-bedroom apartments within the existing building and the curtilage of the site.

- 1.0 The Housing Agency has been engaged to assist with the procurement of the required Consultancy Services. The requirement is to provide a Feasibility study in accordance with the CAS Single Approval Process (1.4 Feasibility Study). Details of the Single Approval Process are available on the Department of Housing, Local Government and Heritage (DHLGH) website [Single Approval Process for Social Housing Capital Projects](#).

1.2 Site Description

The following table summarises the key information pertaining to the site.

Location	The site is located in Galway City on the east side of the Corrib, approximately 300m from Eyre Square.
Ownership	Simon Community (Galway) Clg intend to purchase the property, subject to planning permission and DHLGH approval.
Site Boundaries	The subject site has a 3-storey plus dormer building fronting onto the street and aligning to the back of the footpath with a single storey annex to the rear and a small yard. There is a two-storey building attached on the adjacent site to the west of the subject building. There is a public carpark to the east of the site.

Size

The site is approximately 0.015 hectares.

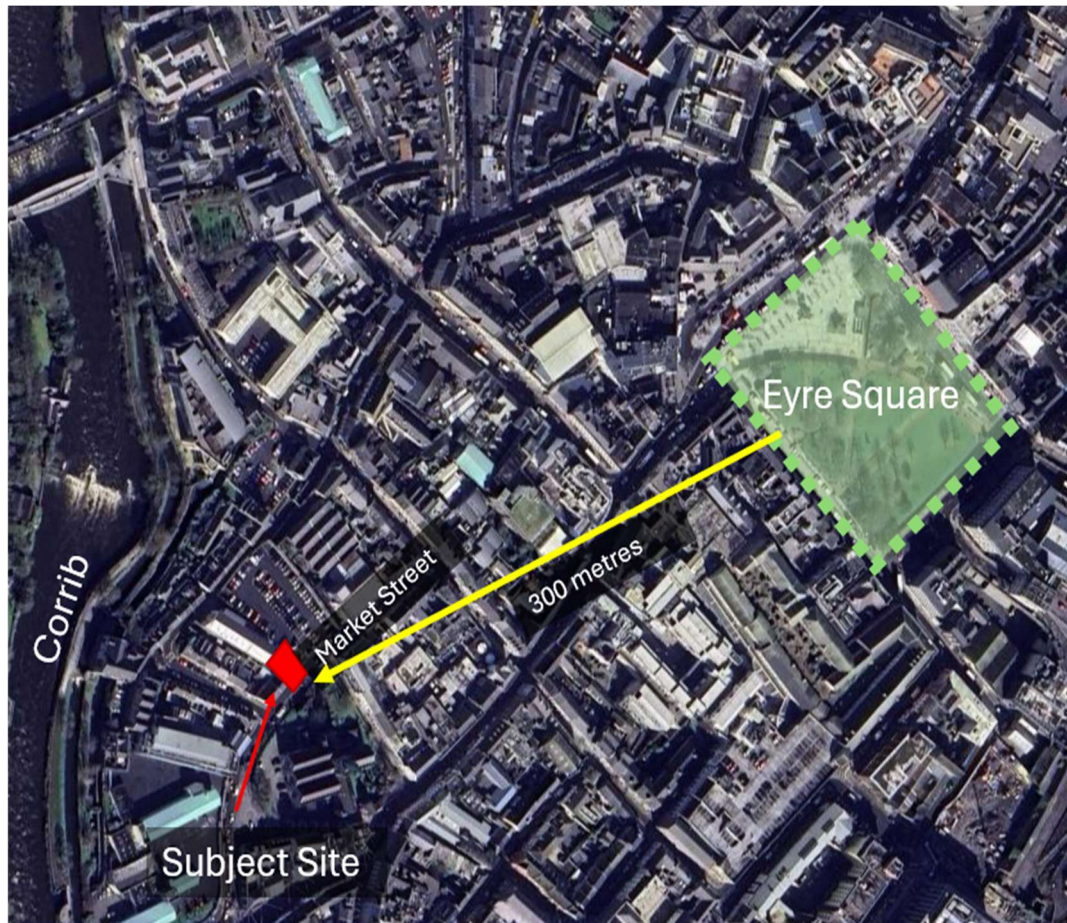


Figure 1-1 Site Location Aerial View

History of use

Elements of the Building are pre-1700 and therefore afford the building National Monument status. The building is vacant but was previously used as long-term homeless accommodation by the Society of St. Vincent de Paul.

Topography

While there is a small yard to the rear of the property, the site is otherwise covered by buildings.

A topographical survey is included as additional information in the tender documents.

Access

The building is accessed via a front door to the street. There is a rear pedestrian gate which can be accessed via a footpath along the northeast gable, through the site of the

public carpark.



Figure 1-2 Street View of 13 Market Street



Figure 1-3 View of the Rear of 13 Market Street

Services

Waste Water Services: The building is currently connected to mains waste-water service.

Water Services: A 100mm line runs along the access road in front of the site.

Central Heating: The property was previously heated using oil fired central heating. It is proposed that a renewable energy heating system be installed as part of the refurbishment of the property. A heat recovery system should also be considered by the Design Team to compliment the heating installation.

Eir: Service lines run along the access road to the front of the site.

ESB: OHLs run along the access road and along the boundary line with the adjacent site to the north.

Further site investigations/surveys may be required to determine whether any of the underground services currently onsite may need to be relocated/diverted.

The availability of all services is to be verified by the appointed Consultancy Team.

Flooding

No known history of flooding in the area nor is it identified as an area of fluvial or pluvial flooding by the OPW or GSI.

Archaeology

The building is in a zone of Archaeological Interest.

Existing Buildings

Three-storey plus dormer Protected Structure.

Protected Structures

The Existing Building is a three-storey plus dormer, Protected Structure with a single storey extension to the rear. The Heritage Officer has advised that elements of the building are pre-1700 and therefore afford the building 'National Monument' status.

1.3 Data and Surveys

A topographical survey has been carried out, including plans, sections and elevations of the existing building. These are included as additional information in the tender documents. A *Building Condition Survey* and a *Report on Inspection of Residential Building* has also been carried out. These are provided as additional information in the tender documents to inform tenderers of the general condition of the existing building. The successful Integrated Design Team shall carry out a Building Condition Survey and a Structural Engineer's survey as part of the Feasibility Study. These reports may be relied upon by the client, and may be distributed to subsequent consultants, should this project continue beyond feasibility stage. It is expected that further surveys and investigations will be required to properly inform the design. Table 1.1 below lists surveys/investigations that may be required by the Design Team. Please note that this is a non-exhaustive list, and Tenderers are required to identify and procure all surveys they deem necessary for the project. The Project Lead shall seek client approval before procuring or appointing any consultants outside of the integrated design team. The Employer will require the Design Team to procure and manage surveys and investigations as part of their scope of service. All procurements must be done in accordance with public procurement guidelines.

Table 1-1 Surveys and Data

	<i>Available</i>	<i>Required</i>	<i>Include in Tender price*</i>
<i>Topographical Survey</i>	☒	☐	No
<i>Geomatic Survey</i>	☐	☐	No
<i>Building Condition Survey</i>	☐	☒	Yes
<i>Structural Survey</i>	☐	☒	Yes
<i>Flood Risk Assessment</i>	☐	☒	Yes
<i>Historic Building Report</i>	☐	☒	Yes
<i>Asbestos Survey</i>	☐	☒	No
<i>Road Safety Audit</i>	☐	☐	No
<i>Traffic Impact Assessment</i>	☐	☐	No
<i>Archaeological Survey</i>	☐	☒	No
<i>Arborist's Survey</i>	☐	☐	No
<i>Geotechnical Survey incl. WAC testing, bore holes, soil testing, etc.</i>	☐	☒	No
<i>GPR Survey and associated site prep</i>	☐	☒	No
<i>Socio-economic Assessment</i>	☐	☐	No
NOTE: Tenderers are to procure and manage all Surveys and Investigations. Surveys and Investigations will be paid for by the Client unless marked 'Yes' under "Include in Tender Price" above.			

1.3.1 Information included in tender

- Report on Inspection of Building – March 2025
- Building Condition Survey - March 2025
- Topographical Survey including Plans, Elevations and Sections.
- Engineering Desk Study – July 2024

1.4 Design Team Brief

The proposed project is to redevelop the historic structure at 13 Market Street into 4 or 5 No. 1-Bed Apartment units.

The appointed Consultancy Team is required to provide a Feasibility Study in accordance with Stage 1.4 of the Single Approval Stage Process. The Feasibility study should include the advancement of all relevant Site Investigations, Surveys, and Assessments (refer to Table 1-1 'Surveys and Data' above); and the exploration of Feasibility Study options using Design Manual Principles and Standard Unit Layouts, where possible.

The Feasibility Study is to include a minimum of three appropriate options and comparable preliminary cost estimates for each option. Different design solutions must be assessed to ensure optimal design and value for money. The Feasibility Study options are to maximise application of Design Manual site principles and standard unit layouts.

It is expected that the Output Requirements from the Feasibility Assessment will:

- Review & Consolidate Preliminary Assessment Findings and Assumptions;
- Test the Veracity of Existing Site Information/Records;
- Identify Infrastructural Constraints (if any);
- Procure Relevant Surveys, Site Investigations, Site Assessments;
- Report on Utility Services/Constraints & Availability of Services;
- Include a Preliminary Cost Estimate of Feasibility Studies;
- Identify Abnormal Requirements and Associated Costs;
- Include a Recommendation of Preferred Option based on Inputs from Design Team members and on the Review of the Options Assessed

As the existing building is both a Protected Structure and National Monument, the appointed Consultancy Team will be required to liaise with Galway City Council Planning Department, Heritage Officer, Conservation Officer and Building Control Department from the outset of their appointment.

The proposed work at 13 Market Street may require consideration of the following:

- Demolition of the single-storey extension to the rear.

- Removal of walls and partitions
- Creating new openings within the external and internal fabric
- Re-development including a ground floor extension to the rear
- The retention of the existing stairs and stairwell
- The replacement of the existing stairs
- The provision of a lift to the rear of the building
- Provision of a self-contained one-bedroom apartment on each floor
- Provision of balconies to the rear if permitted by Galway City Council

The Department of Housing, Local Government and Heritage have specifically requested the inclusion of two particular options as part of the Feasibility Study. One option should consider the provision of a new stair and lift within the footprint of the existing rear annexe. The feasibility of delivering 4 to 5 apartments without a lift should also be explored, with a view to reducing both the physical impact on the existing structure and overall costs. The latter of these two options may require a dispensation from Building Regulations or the Technical Guidance Documents. Where this is the case the integrated design team shall engage with the Building Control Department of Galway City Council.

Services required include:

- Lead Appointed Party
- Architect
- Conservation Architect
- Structural Engineer
- Building Services Engineer
- Quantity Surveyor
- Fire Consultant
- DAC Consultant
- Design Certifier
- PSDP

1.4.1 Employer Requirements

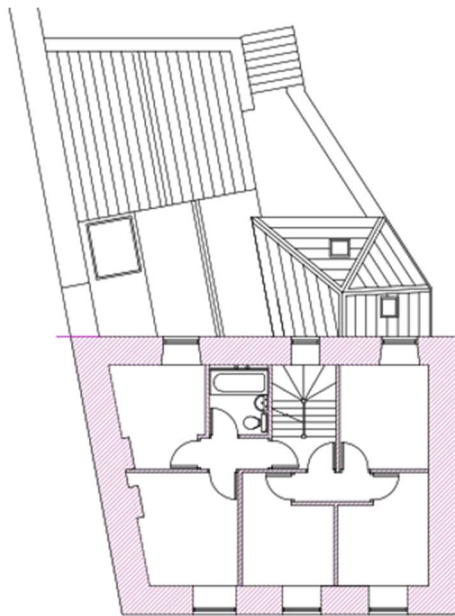
- The appointed Consultancy Team is required to provide a Feasibility Study in accordance with Stage 1.4 of the Single Approval Stage Process.

1.4.2 Feasibility Objectives

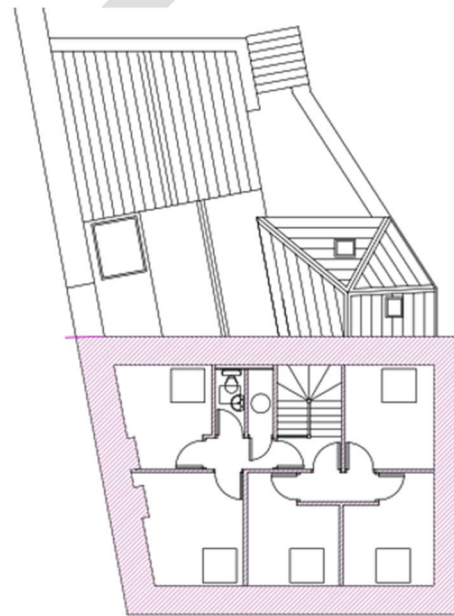
- Provide three Options and associated costings;
- Apply Design Manual Site Layout Principles;
- Use Design Manual layouts;
- Achieve best value/most efficient use of site options;
- Achieve a cohesive development, making the best use of existing local services and infrastructure;
- Ensure the design integrates into the existing surrounding environment;
- The residential units proposed are to fully consider the needs of the end-users in relation

to access and provision of facilities;

- Achieve a high-quality home for perspective residents;
- Create a visually attractive development that will provide appropriate accommodation and good quality living environments;
- Ensure the new development is designed in line with the Budget Approval;
- The completed development is to deliver complete, structurally sound, watertight buildings, meeting all operational requirements and standards, including but not limited to space planning, access, thermal efficiency, fireproofing, acoustics, heating, ventilation, plumbing, internal and external lighting, electrical, telecom and security services necessary for the occupation of the development.



Existing Second Floor Plan



Existing Third Floor Plan



Figure 1-4 Existing Floor Plans

1.4.3 Design Standards

The design layouts and specifications as per the DHLGH's Design Manual for Quality Housing (Design Manual) and the Employer's Requirements for Detail Design of Quality Housing (Employer's Requirements) for all new build social housing projects being developed by local authorities and approved housing bodies, or an acceptable equivalent standardised design approach which the project sponsor can demonstrate to be equally efficient in terms of overall floor areas and specification.

All foul sewer and water supply to comply with the current Uisce Éireann Codes of Practice and design requirements. All surface water designs to comply with the requirements of the Local Authority and Uisce Eireann.

Building Services to be designed with reference to the requirements relating to Directive 2010/31/EU.

The proposed development is to be designed in accordance with the design guidance in:

- Quality Housing for Sustainable Communities (QHfSC) (2007)
- Design Manual for Urban Roads and Streets (DMURS) (2019)
- Fire Safety in Community Dwellings House Code of Practice
- Sustainable Residential Development in Urban Areas (SRDUA) (2009)

- National Planning Framework – Ireland 2040 Our Plan (NPF) (2018)
- Employer's Requirements for Detail Design of Quality Housing (ER) (2019)
- All relevant TII GEO, PAV, DE, SCD and SPW series standards

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1.4.4 Project specific considerations

Services	Design Team will need to consider: • The condition of all existing main services. • Uisce Éireann connections. • Any new connections required to services (eircom, broadband etc)
Socio-Economic Assessment	N/A
Demolition	The building has been afforded 'National Monument' status with elements of the building dating pre-1700. The approach to any demolition works will need the approval of the Heritage/Conservation Office of Galway City Council.
Flood Risk Assessment	The appointed Consultancy Team should determine the need for a site-specific Flood Risk Assessment and manage the procurement process as necessary.
Archaeological Assessment	An Archaeological assessment of the site/building is to be carried out as the building sits in a zone of Archaeological Interest.
Arborist	N/A
Existing Residents	N/A

1.4.5 Capital Assistance Scheme Funding and the Single Approval Process for Social Housing Projects.

It is intended that the project will be funded by the Department of Housing Local Government and Heritage (DHLGH) via the Capital Assistance Scheme (CAS). The project will follow the delivery stages set out in the Capital Works Management Framework; however, it will use the new Single Approval Process for social housing projects up to the value of €200million.

Tenderers should be fully familiar with the process, the contents of Circular 01/2026, associated Guidance Notes, and the reporting templates, see Table 1-2 for reporting templates pertaining to social housing. For information a flow chart indicating the process is included in Figure 1-2 along with a detailed process map up to planning application in Figure 1-14.

The Single Approval Process replaces the traditional 4-Stage approval process and is specific

to social housing. The process follows the typical stages outlined in the *Standard Conditions of Engagement for Consultancy Services*. It includes various mandatory notifications that must be submitted to the DHLGH throughout the project life cycle, as well as the potential additional engagements/project reviews with the DHLGH, under certain circumstances, such as where there are significant site constraints or, where the site necessitates the use of unit layouts outside of the Design Manual for Quality Housing (DMfQH).

Template reporting documents, including a standardised risk register, are provided by the DHLGH and should be used for the duration of the project. These are intended to be live documents for use throughout the project lifecycle and should be updated at the various reporting stages.

For clarity, social housing providers are still required to continue to follow the Capital Works Management Framework (CWMF), which is designed to provide greater cost certainty at contract award stage, better value for money at all stages during project delivery and a more efficient delivery of projects.

The project is currently at Stage 1.4 Feasibility Study on the flowchart, and so a 'Notification of Intention to Conduct Feasibility' has been submitted to the Department through Galway City Council. The remit of the Consultancy Design Team is to carry out the **Feasibility Study only** as described in the tender documents, and this to be done in accordance with the requirements of the Single Approval Stage Process.

Table 1-2 Single Approval Process – Reporting Templates

Report Type	Documents
Reporting	• Notification of Intention to Conduct Feasibility • Pre-Tender Notification • Post-Tender Notification of Intention to Award Contract • Notification of Award of Contract • Project Review Request Form • Business Case and Reporting Template • Social Housing Risk Register Template
Budget and Cost and Carbon Reporting	• BC1 Budget Confirmation Form Direct Delivery • CC1 Social Housing Capital Works (Cost and Carbon Reporting Template)

For the purposes of this document, references are used for brevity. The definitions of these references are summarised in Table 1-3.

Table 1-3 Definitions

Reference	Definition
Approving Authority	In the context of social housing, the approving authority is the Department of Housing Local Government and Heritage.
BC1	BC1 - Social Housing Projects (Capital Works): This application/notification form is to be used for all social housing capital works projects (as described in the Single Approval Guidance Note)
CC1	CC1 – Social Housing Projects (Capital Works): Use of this workbook/template is mandatory for cost planning and cost control of all social housing capital works projects (as described in the Single Approval Guidance Note)
DHLGH	Department of Housing Local Government and Heritage
DMfQM	Design Manual for Quality Housing
Guidance Note	Guidance Note for the Single Approval Process for Social Housing Construction Projects
HA	The Housing Agency
Pre-Approval Process Map	Direct Delivery Single Approval Detailed Pre-Approval Process Map
Risk Register	Social Housing Risk Register Template
Sponsoring Agency	In the context of social housing under the SHIP and CAS process, the sponsoring agency is the relevant local authority.
Single Approval Process Map	Direct Delivery Single Approval Process Map for Social Housing Construction Projects, see Figure 1-2.

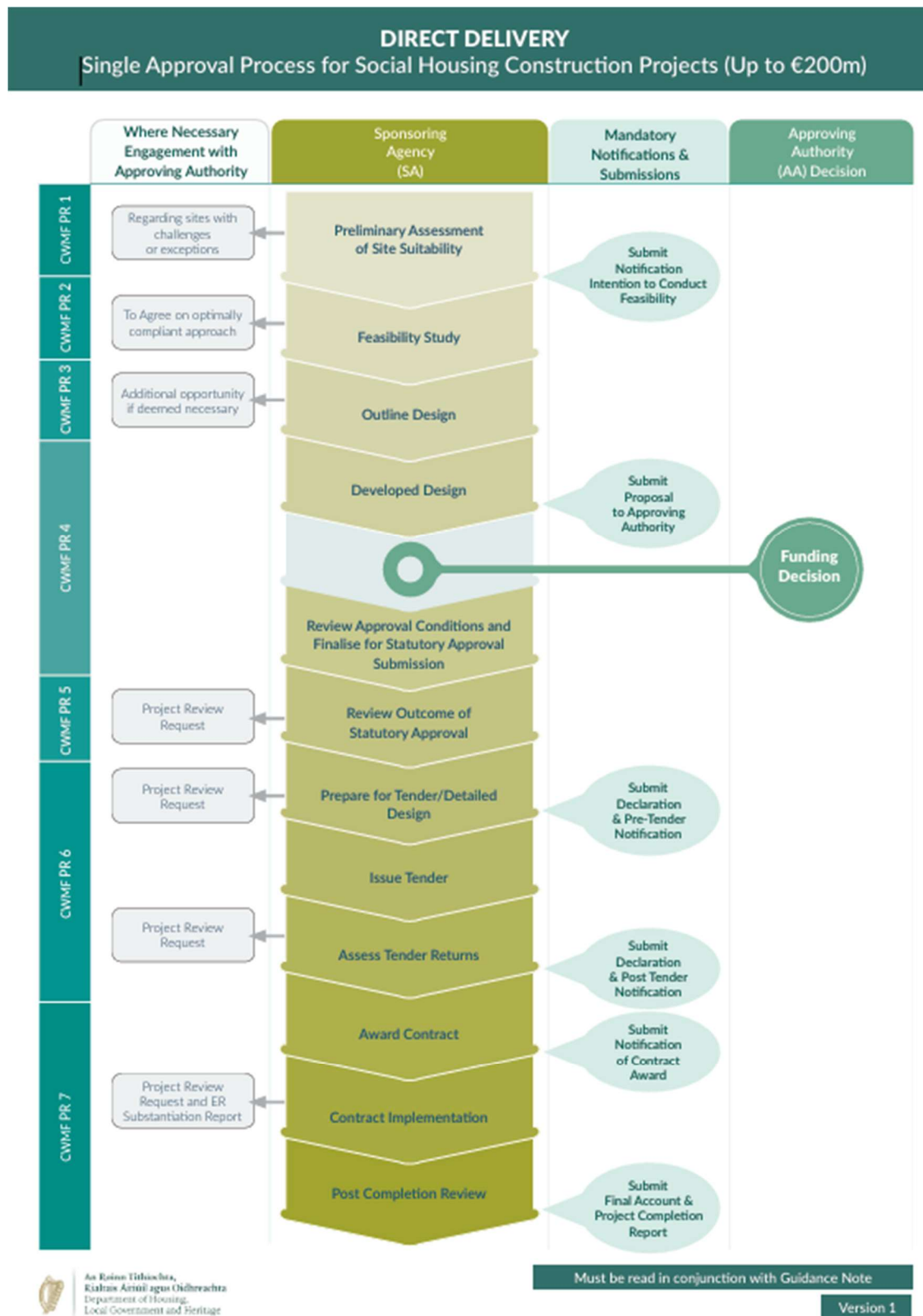


Figure 1-2 Direct Delivery Single Approval Process Map for Social Housing Construction Projects (Up to €200m), DHLGH

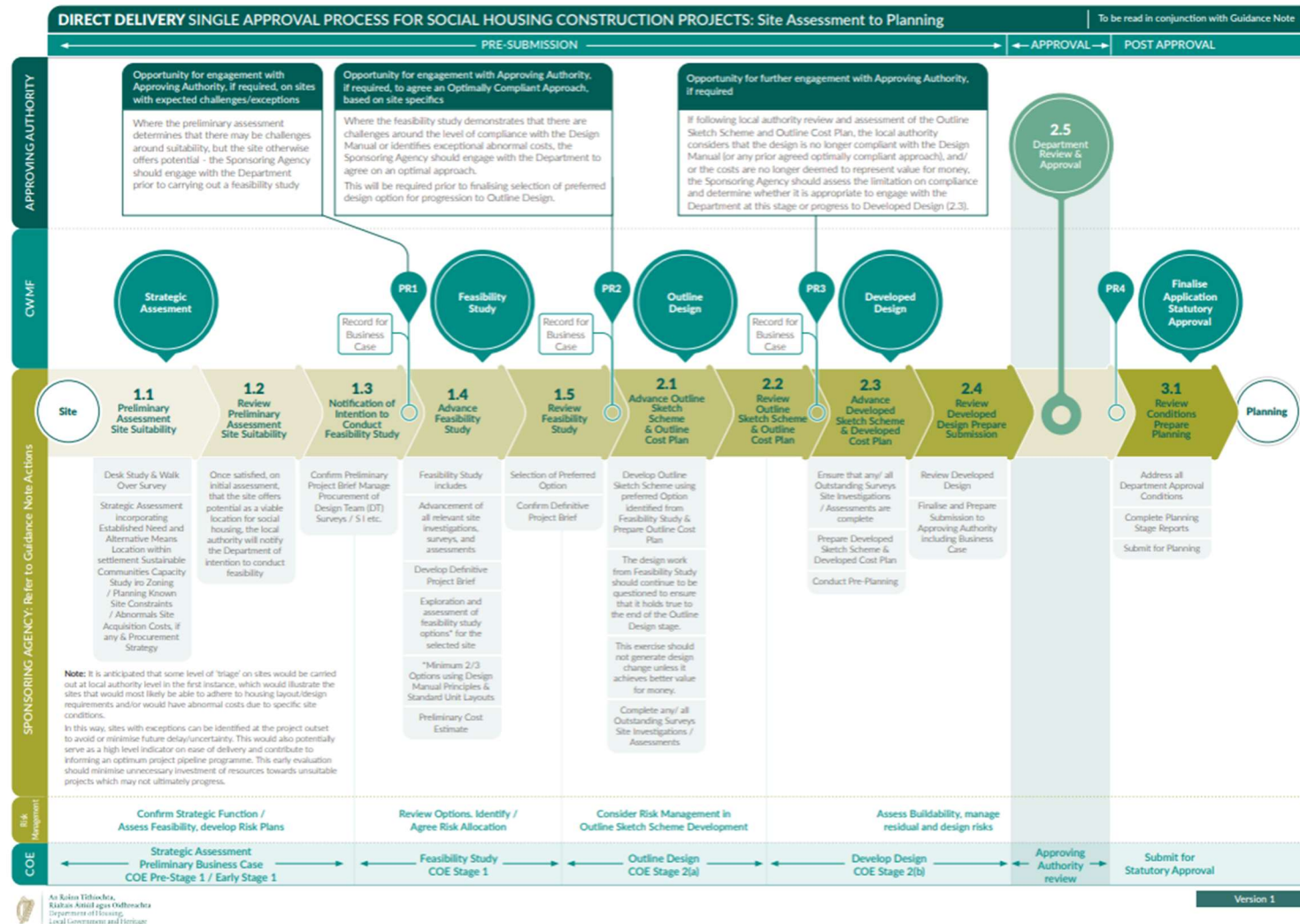


Figure 1-3 Direct Delivery Single Approval Process Map for Social Housing Construction Projects (Up to €200m) – Detailed Pre-Approval Map, Site Assessment to Planning, DHLGH

1.5 Form of Contract

The preliminary costing for the project is approximately €1,300,000 ex VAT.

It is expected that the Public Works Contract PW_CF1 will be used for this project. The Design Team appointed at a later stage to bring the project through the remaining stages will decide on the most appropriate contract for the project.

1.6 Cost and Carbon Reporting

All design and specifications to be fully cognisant of and to adhere to Employer's available budget and level of funding approved by the Approving Authority. All cost and carbon reporting is to be presented in accordance with the latest 'International Cost Management Standard' (ICMS). The CWMF Cost Control and Carbon Reporting templates are to be used for reporting on cost and carbon across the asset life cycle.

The appointed Consultancy Team should note the 1% allowance for art in the project budget.

1.7 Health and Safety

The appointed parties shall be responsible for ensuring full compliance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended, including notification to the Health and Safety Authority (HSA), preparation of Design Risk Assessments and applying the General Principles of Prevention throughout the design process. No risk assessments have been undertaken at this stage.

The successful Integrated Design Team Team will commence the compilation of the Safety File for handover to any subsequent Design Team who will be appointed at a later date, should the project proceed beyond Feasibility Stage.

This shall include:

- Drawings, specifications, and pricing documents.
- The general design criteria.
- Details of the proposed equipment and maintenance facilities within the structure.
- Proposed maintenance procedures and requirements for the structure.
- Manuals, certificates, and other materials produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure - typically lifts, electrical and mechanical installations and window cleaning.
- Details of the location and nature of utilities and services, including emergency and fire-fighting systems.

2.0 The Service

2.1 Appointments

The schedule of Services hereunder is set out in compliance with the main stage structures of Schedule B of the Conditions of Engagement for Consultancy Services (Technical) published by the Department of Public Expenditure, National Development Plan delivery and Reform (the Services Contract).

The project Conditions of Engagement are outlined in the Standard Conditions of Engagement (COE1) and in the Form of Tender (FTS9 v1.10) documents provided in this tender package.

The services to be provided for this project shall include the following consultants: Project Lead with Services of Architecture, Conservation Architect (Grade 1 or 2), Structural & Civil Engineering, Building Services Engineering, Quantity Surveying, Fire Consultant Services, DAC Services, Project Supervisor Design Process, and Design Certifiers. These Consultant services will be procured as an integrated Consultancy Team to carry out the Feasibility Study.

2.1.1 Lead Consultant

The Lead Consultant will not be a separate appointment.

The Lead Consultant will be responsible for the performance of the appointed Consultancy team. Collateral warranties will be required from the Sub-Consultants. The Lead Appointed Party will be the point of contact for the Employer.

The tender documents have been prepared on the basis that the Lead Consultant will be the Architect. It is acceptable that a suitable professional from another discipline can perform the role provided they can demonstrate sufficient qualification and experience in leading and managing a multi-disciplinary team to provide a high-quality Feasibility Study for the Employer.

2.1.2 PSDP Appointment

The appointment of the Project Supervisor Design Process will be a separate appointment but is included in the scope of services to be provided. For the avoidance of any doubt the tender sum to be submitted shall include for the provision of PSDP services. The amount included in the tender sum for the provision of PSDP services shall be determined by reference to the completed submitted pricing document.

2.1.3 Design Certifier Appointment

The Design Certifier shall be a separate appointment. The roles may be provided by a service provider who meets the requirements set out in the Regulations.

Service Provider shall act as Design Certifier as identified in the Building Control Amendment Regulations 2025 (S.I 56) and compliance with the Code of Practice for Inspecting and Certifying Buildings and Works.

The Design Certifier shall comply fully with the requirements of the above Regulations and Code of Practice and submit all documentation in the required format.

The Service Provider shall be appropriately qualified and shall be a person [or practice] named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969.

2.2 Duration of Service

The Preliminary Programme for the project anticipates a total project duration of 15 weeks from initial issue of letter of appointment to the Consultants by the Employer to the issue of Completed Feasibility Study to the Employer. The Feasibility Study is to meet the requirements of the Single Approval Process for Social Housing Construction Projects.

The viability of the project is largely dependent on the appointed Consultancy team meeting the programme outlined.

COE Stage	Activity	Weeks	Period in Weeks	
			DHLGH/LA Approval*	Total
Stage (i)	Attend meeting to establish Client's requirements, Visit proposed site, examine site reports.	2		2
	Mobilise relevant site investigations, surveys and assessments. (* Concurrent with above)	2*		2
	Prepare and explore Feasibility Options through discussions with stakeholders including the Client, Galway City Council and DHLGH.	2		6
	Agree Feasibility Options to be brought to Outline Sketch Scheme Stage	1		7
	Allowance for LA/DHLGH Review		1	8
Stage (ii) a	Prepare Outline Sketch Scheme and Cost Plan for each of the Feasibility Options (Single Approval Process 1.4 'Feasibility Study')	5		13
	Prepare Conservation Report (* Concurrent with above)	5*		13
	Prepare and submit report to client to include analysis of each option and recommendation of prepared solution.	2		15
Stage (ii)b	Developed Design & Cost Plan (Single Approval Process 2.3 'Developed Design')			
	Review of Developed Design (Single Approval Process 2.4 'Review of Developed Design')			
	Design & Cost Updates following Review of Developed Design			
	Advancement of Proposal to Formal Submission			
	Decision on Funding Approval (Single Approval Stage 2.5)			
Stage (ii)c	Address Funding Approval Conditions and Preparation for Planning			
	Planning Approval Period			
	Detailed Design and Tender Preparation (Single Approval Stage 3.3)			
	Allowance for LA/DHLGH Project Reviews			
Stage (iii)	Upload Tender Documentation			
	Tender Period & Assessment			
	Allowance for LA/DHLGH Project Reviews			
	Submit Declaration and post-tender notification			

	Standstill Period & Mobilisation			
	Total Pre-Contract			
Stage (iv)	Start on Site			
	Construction Period			
	Substantial Completion			
Stage (v)	Final Account agreed, submit project completion report			
	End of defects liability period and final inspection			
	Preliminary Programme Period for Design Team			
Notes	* Approval timelines are assumed. To be confirmed by DHLGH			

2.3 Information Management and BIM

2.3.1 BIM Mandate

The CWMF mandates that BIM is implemented on publicly funded capital projects based on project value.

The preliminary budget for the project is less than €5m. There is no requirement for BIM on this project. 2D drawings detailing the requirements of the project are acceptable for this project.

2.3.2 Information Exchange

The exchange of information with stakeholders will generally align to the steps outlined in the Single Approval Process and the Standard Conditions of Engagement as per the CWMF.

Ongoing collaboration between project team members is required throughout the Feasibility Study process.

2.4 Project Coordinates

All models and drawings shall use the Irish Transverse Mercator (ITM) coordinate system. A shared project origin and orientation shall be agreed and maintained by all disciplines

2.5 Lifecycle Analysis

The design team are to consider whole lifecycle cost of the project and advise the employer accordingly. The whole life costs require consideration throughout the project. The CWMF cost control and carbon reporting templates are to be used for reporting on cost and carbon across the asset life cycle. Refer to CWMF guidance notes on 'The Planning and Control of

Capital Costs – GN 2.2' for information.

2.6 Green Procurement

Appointed consultant and their Sub-Consultants to consider Green Public Procurement Reference to S.I No. 151 of 2011 – EU (Energy Efficient Public Procurement) Regulations 2011. Department of Communication, Climate action and Environment, Green Public Procurement Guidance.

2.7 Circular Economy

The Consultancy Team is to consider 'The Circular Economy and Miscellaneous Provisions Act 2022' and any subsequent updates. They should take measures to reduce embodied carbon in construction. Refer to the latest public procurement guidance on ways to achieve this.

2.8 Resource and Waste Management

The Consultancy Team should adhere to the most up to date Best Practice Guidelines for the preparation of resource and waste management plans for construction and demolition projects by the Environmental Protection Agency.

3.0 Description of Technical Services Required

The following sections should be read in conjunction with the “Direct Delivery Single Approval Detailed Pre-Approval Process Map”, which is included in the Additional Information Pack.

Tenderers are to note that requirements outlined in Section 3.0 are general project management duties that are applicable to all disciplines of the appointed Consultancy Team for production of the Feasibility Study.

3.1 Service Requirements

- 3.1.1 Take instruction from the Employer.
- 3.1.2 Provide services as outlined in design brief outlined in 2.0.
- 3.1.3 Familiarisation with scheme, including site visits and review of all documentation to date of appointment.
- 3.1.4 Familiarisation with and adherence to the requirements of the Capital Assistance Scheme (CAS), the Single Approval Process and the Capital Works Management Framework.
- 3.1.5 Lead Consultant responsible for preparation and monitoring of project programme. Lead consultant responsible for coordination of all Design Team disciplines to ensure project progresses in a timely manner. The programme shall be cognizant of the obligations of the latest Safety, Health and Welfare (Construction) Regulations.
- 3.1.6 Risk identification and management. Prepare and maintain the general Project Risk Register. (Using Single Approval Process document templates).
- 3.1.7 Information management per section 2.3.
- 3.1.8 Lead Designer will be responsible for coordination of designs, procurement of the necessary surveys and investigations, drawings, documentation, and ultimately the final Feasibility Study for issue to DHLGH.
- 3.1.9 Carry out all works in accordance with procedures as set out in the Capital Works Management Framework documents as set out by Department of Public Expenditure and Reform website cwmf.gov.ie/en/
- 3.1.10 Design Team meetings as necessary, *fortnightly at a minimum*, to co-ordinate and complete the feasibility design options. Lead Consultant to chair and prepare minutes and ensure progress on actions. Interim design workshops and collaboration as required in order to develop the designs and budgets.
- 3.1.11 Ongoing communication with the Employer and any appointed person/s with

responsibility for this development. Cost and carbon reporting is to be presented in accordance with the Single Approval Process document templates and the latest 'International Cost Management Standard' (ICMS).

- 3.1.12 Assist Employer as required with communication, documentation and submittals to the Sponsoring Agency Approving Authority, during the project, including in relation to mandatory and additional engagements/project reviews with the DHLGH in relation to the Single Approval Process. (Refer to 1.4).
- 3.1.13 Communication with relevant Local Authority, public bodies, and utilities regarding all planning issues incl. any parking requirements, conservation, archaeology, fire, health and safety, water, drainage, gas, electricity, communications, traffic, and hydrology.
- 3.1.14 Review of Employer's pre-feasibility design proposals and amend as necessary for compliance with current Planning and Building Regulations.
- 3.1.15 Design Team recommendation as to standards and specifications to be applied in design and construction.
- 3.1.16 Prepare and submit applications and required documentation to relevant local authority/Building Control Authority on behalf of the Employer including any responses to requests for further information.
- 3.1.17 Ongoing cost reviews and advice to Employer on budgetary issues. Design to adhere to the DHLGH's recent 'BUC's (Basic Unit Costs) and the Project Budget.
- 3.1.18 Carry out ongoing Design Risk Assessments, considering the full life cycle of the building and site works, and implement the General Principles of Prevention to the design.
- 3.1.19 Act as PSDP for all required site investigations, ensuring compliance with relevant Health & Safety regulations.
- 3.1.20 Continuous cooperation with the PSDP for duration of the project.

3.2 COE Stage (i) Feasibility Study and COE (ii a) Design -Outline Sketch Scheme

The advancement of the feasibility study generally corresponds to *Item 1.4 in the pre-approval process map*.

- 3.2.1 Review the Preliminary Assessment of Site Suitability and desk studies.

[Outputs from items 1.1-1.3 in the pre-approval process map]

- 3.2.2 Conduct own site walk over survey

- 3.2.3 Advancement of all relevant site investigations, surveys and assessments, development of definitive project brief, exploration and assessment of feasibility study options for the selected site, preliminary cost estimate and selection of preferred option.
- 3.2.4 Development and assessment of 3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.
- 3.2.5 Complete preliminary cost estimates
- 3.2.6 Advise Employer of merits of each option and identify a preferred option.
- 3.2.1 Where “optimally compliant”, as outlined in the Single Approval Process, the Consultancy Team should clearly identify the reasons for the approach identified.
- 3.2.2 Assist the Employer with project review by Approving Authority where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 3.2.3 Update the “Business Case” via the reporting template.

4.0 Detailed Description of Technical Services – Architectural Services

- 4.1 Introduction
 - 4.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages
- 4.2 COE (i) Feasibility Study and COE (ii a) Design -Outline Sketch Scheme
 - 4.2.1 Refer to Section **Error! Reference source not found.**
 - 4.2.2 Review the Preliminary Assessment of Site Suitability and desk studies.
 - 4.2.3 Advancement of all relevant site investigations, surveys and assessments.
 - 4.2.4 Development and assessment of 3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.
 - 4.2.5 Advise Employer of merits of each option and identify a preferred option.
 - 4.2.6 Where “optimally compliant”, as outlined in the Single Approval Process, the Consultancy Team should clearly identify the reasons for the approach identified.

- 4.2.7 Assist the Employer with project review by Approving Authority where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 4.2.8 Update the “Business Case” via the reporting template.
- 4.2.9 Provide advice to Employer on planning and regulation issues such as Energy Performance of Building Directive, Disability Access Certificates and Fire Safety Certificates
- 4.2.10 Present design concept to Employer board or others as required

5.0 Detailed Description of Technical Services – Architectural Conservation Services

5.1 Introduction

- 5.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages

5.2 COE (i) Feasibility Study and COE (ii a) Design -Outline Sketch Scheme

- 5.2.1 Refer to Section **Error! Reference source not found.**
- 5.2.2 Review the Preliminary Assessment of Site Suitability and desk studies.
- 5.2.3 Assist with the advancement of all relevant site investigations, surveys and assessments.
- 5.2.4 Assist with the development and assessment of 3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts and as outlined in Section 1.4
- 5.2.5 Advise on the merits of each option from a Conservation perspective and assist in identifying a preferred option.
- 5.2.6 A Conservation Report of the building including:
 - Historical background and development of the building
 - Architectural and heritage significance
 - Survey of the building’s existing condition (as part of the integrated design team)
 - Identification of defects or areas requiring repair (as part of the integrated design

team)

Assessment of previous alterations or repairs (as part of the integrated design team)

Recommendations for conservation, repair and ongoing maintenance

By combining historical research, site inspections and technical analysis, provide a clear understanding of the building and inform an appropriate conservation strategy.

Assist the integrated design team in the preparation of alternative design solutions and analysis of the proposed solutions including the strengths, weaknesses, opportunities and threats of each solution.

- 5.2.7 Where “optimally compliant”, as outlined in the Single Approval Process, the Consultancy Team should clearly identify the reasons for the approach identified.
- 5.2.8 Assist the Employer with project review by Approving Authority where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 5.2.9 Assist with updating the “Business Case” via the reporting template.
- 5.2.10 Provide advice to Employer on planning and regulation issues in relation to Conservation.
- 5.2.11 Assist with presentation of design concept to Employer board or others as required

6.0 Detailed Description of Technical Services – Structural & Civil Engineering Services

6.1 Introduction

- 6.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.

6.2 COE Sub-Stage (i) Feasibility Study and COE (ii a) Design -Outline Sketch Scheme

- 6.2.1 Refer to Section **Error! Reference source not found.**
- 6.2.2 Review the Preliminary Assessment of Site Suitability and desk studies.
- 6.2.3 Assist with the advancement of all relevant site investigations, surveys and assessments.

- 6.2.4 Assist with the development and assessment of 3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.
- 6.2.5 Advise on the merits of each option from a Civil & Structural Engineering perspective and assist in identifying a preferred option.
- 6.2.6 Where “optimally compliant”, as outlined in the Single Approval Process, the Consultancy Team should clearly identify the reasons for the approach identified.
- 6.2.7 Assist the Employer with project review by Approving Authority where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 6.2.8 Assist with updating the “Business Case” via the reporting template.
- 6.2.9 Provide advice to Employer on planning and regulation issues in relation to Civil and Structural design.
- 6.2.10 Assist with presentation of design concept to Employer board or others as required

7.0 Detailed Description of Technical Services – Building Services Engineering

7.1 Introduction

- 7.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.

7.2 COE Sub-Stage (i) Outline Design and COE (ii a) Design -Outline Sketch Scheme

- 7.2.1 Refer to Section **Error! Reference source not found.**
- 7.2.2 Provide advice to the Employer regarding innovative, sustainable design solutions. Provide a detail **Part L Compliance Report** on energy efficient options (minimum 4) and strategies regarding Part L compliance for housing/apartment development. Report to provide detailed advice on integrating renewable and sustainable energy technologies into the building design. Make presentation to Employer on Report options and proposed strategies.
- 7.2.3 Liaison with public utilities regarding water, gas, electricity, lighting, and communications services including obtaining quotations for capital contributions and making necessary applications. Advising the Employer of requirements of various utilities.
- 7.2.4 Survey site and map all existing lighting. Prepare a lighting design including review

of existing luminaires (using Dialux Software or equivalent).

- 7.2.5 Review the Preliminary Assessment of Site Suitability and desk studies.
- 7.2.6 Assist with the advancement of all relevant site investigations, surveys and assessments.
- 7.2.7 Assist with the development and assessment of 3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.
- 7.2.8 Advise on the merits of each option from a Building Services perspective and assist in identifying a preferred option.
- 7.2.9 Where “optimally compliant”, as outlined in the Single Approval Process, the Consultancy Team should clearly identify the reasons for the approach identified.
- 7.2.10 Assist the Employer with project review by Approving Authority where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 7.2.11 Assist with updating the “Business Case” via the reporting template.
- 7.2.12 Provide advice to Employer on planning and regulation issues in relation to Building Services design.
- 7.2.13 Assist with presentation of design concept to Employer board or others as required

8.0 Detailed Description of Technical Services – Fire & DAC Services

8.1 Introduction

- 8.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.

8.2 COE Sub-Stage (i) Feasibility Study and COE (ii a) Design -Outline Sketch Scheme

- 8.2.1 Refer to Section **Error! Reference source not found.**
- 8.2.2 Review the Preliminary Assessment of Site Suitability and desk studies.
- 8.2.3 Assist with the advancement of all relevant site investigations, surveys and assessments.
- 8.2.4 Assist with the development and assessment of 3 (minimum) feasibility study options

which are based on the principles of the DMfQH and standard unit layouts.

- 8.2.5 Advise on the merits of each option from a Fire & DAC perspective and assist in identifying a preferred option.
- 8.2.6 Where “optimally compliant”, as outlined in the Single Approval Process, the Consultancy Team should clearly identify the reasons for the approach identified.
- 8.2.7 Assist the Employer with project review by Approving Authority where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 8.2.8 Assist with updating the “Business Case” via the reporting template.
- 8.2.9 Provide advice to Employer on planning and regulation issues in relation to Fire & DAC design.
- 8.2.10 Assist with presentation of design concept to Employer board or others as required

9.0 Detailed Description of Technical Services – Quantity Surveying/Cost Consultant Services

9.1 Introduction

- 9.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.
- 9.1.2 Work as a member of the Consultancy Team to provide cost advice as various options are discussed and developed by the Design Team members. Ongoing value engineering may be necessary to ensure the project options are within the Employers budget.

9.2 COE Sub-Stage (i) Feasibility Study and COE (ii a) Design -Outline Sketch Scheme

- 9.2.1 Refer to Section **Error! Reference source not found.**
- 9.2.2 Review the Preliminary Assessment of Site Suitability and desk studies.
- 9.2.3 Assist with the advancement of all relevant site investigations, surveys and assessments.
- 9.2.4 Provide costs on the 3 (minimum) feasibility study options which are based on the principles of the DMfQH and standard unit layouts.
- 9.2.5 Advise on the merits of each option from a Cost perspective and assist in identifying

a preferred option.

- 9.2.6 Where “optimally compliant”, as outlined in the Single Approval Process, the Cost Consultant should clearly identify the impact on costs for the approach identified.
- 9.2.7 Assist the Employer with project review by Approving Authority where an optimally compliant approach is necessary. [Refer to Item 1.5 in the pre-approval process map]
- 9.2.8 Assist with updating the “Business Case” via the reporting template.
- 9.2.9 Assist with presentation of design concept to Employer board or others as required

10.0 Detailed Description of Technical Services – Project Supervisor Design Process

10.1 Introduction

- 10.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.
- 10.1.2 PSDP Scope to both main project and any investigative works such as Geotechnical Investigations which are covered by the Regulations.

10.2 Services for COE Stages (i) Feasibility Study and COE (ii a) Design -Outline Sketch Scheme

- 10.2.1 Refer to Section 3.0.
- 10.2.2 All duties of Project Supervisor Design Process as required under this contract and by law. The PSDP appointment will include the Feasibility Study and any specialist investigations contracts. Preliminary Health and Safety Plans should be prepared accordingly where required.
- 10.2.3 Notification to the HSA on behalf of the Employer via the AF1 form.
- 10.2.4 Provide advice to Employer on Health and Safety.
- 10.2.5 Identify hazards arising from the various designs prepared for the Feasibility Study.
- 10.2.6 Organise co-operation and coordination between designers.
- 10.2.7 Advise the Employer on issues of non-compliance.
- 10.2.8 Consult with Safety and Health Authority as necessary.

- 10.2.9 Review various Consultant designs and advise on merits of the various Feasibility Study options.
- 10.2.10 Compilation of Design Risk Assessment and Schedule of Residual Risk for the Safety file.
- 10.2.11 Identify, with designers, temporary works design requirements for the various options.
- 10.2.12 Prepare an initial safety and health plan for the Employer in relation to the Feasibility options.

11.0 Detailed Description of Technical Services – Design Certifier

11.1 Introduction

- 11.1.1 Read in conjunction with Section 3.0 which indicates general project management duties of all disciplines across all stages.
- 11.1.2 All duties of Design Certifier in accordance with Building Control (Amendment) Regulations 2025.

12.0 Definitions

The definitions here are taken from the Code of Practice associated with S.I.531 of 2024

‘Ancillary Certificates’ means a certificate of compliance of elements of the building, design or works with the Building Regulations, and ‘Ancillary Certifier’ means a person proposed to issue such a statement (Note; a ‘person’ also includes a company).

‘Assigned Certifier’ means the competent person so assigned, in accordance with the Building Control Regulations.

‘Builder’ means a competent builder appointed, for the purposes of the Building Control Regulations, by the owner, to build and supervise the works.

‘Building Control Authority’ means a Local Authority to which Section 2 of the Building Control Act 1990 applies.

‘Building Control Regulations’ means the building Control Regulations 1997 to 2025.

‘Building Regulations’ means the Building Regulations 1997 to 2024 and future amendments to them.

‘Certificates of Compliance’ means certificates of compliance as defined in the Building Control Regulations 2025.

‘Code of Practice’ means the ‘Code of Practice for Inspecting and Certifying Buildings and Works’, October 2024 related to S.I. No. 531 2024.

‘Commencement Notice’ means a notice referred to in Section 6(2) (k) of the Building Control Act 1990.

‘Competent Person’: a person is deemed to be a competent person where, having regard to the task which he/she is required to perform and taking account of the size and /or complexity of the building or works, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.

‘Compliance’ means that the relevant building or works have been designed to achieve the objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1) a, b, and e, of the same Act; and that the relevant building or works have been constructed to achieve the objectives of The Building Regulations as expressed in Section 3(2) of The Building Control Act 1990 subject only to such variance as is identified at Section 9 (1)a, b, and e, of the same Act.;

‘Construction’ includes the execution of works in connection with buildings and any act or operation necessary for, or related to the construction, extension, alteration, repair, or renewal of a building: and ‘construction’ shall be construed accordingly.

‘Design’ includes the preparation of plans drawings, specifications, calculations, and other expressions of purpose according to which the Construction, extension, alteration, repair, or renewal concerned is to be executed: and ‘designed’ shall be construed accordingly.

‘Design Certifier’ means the person who signs the Certificate of Compliance (Design).

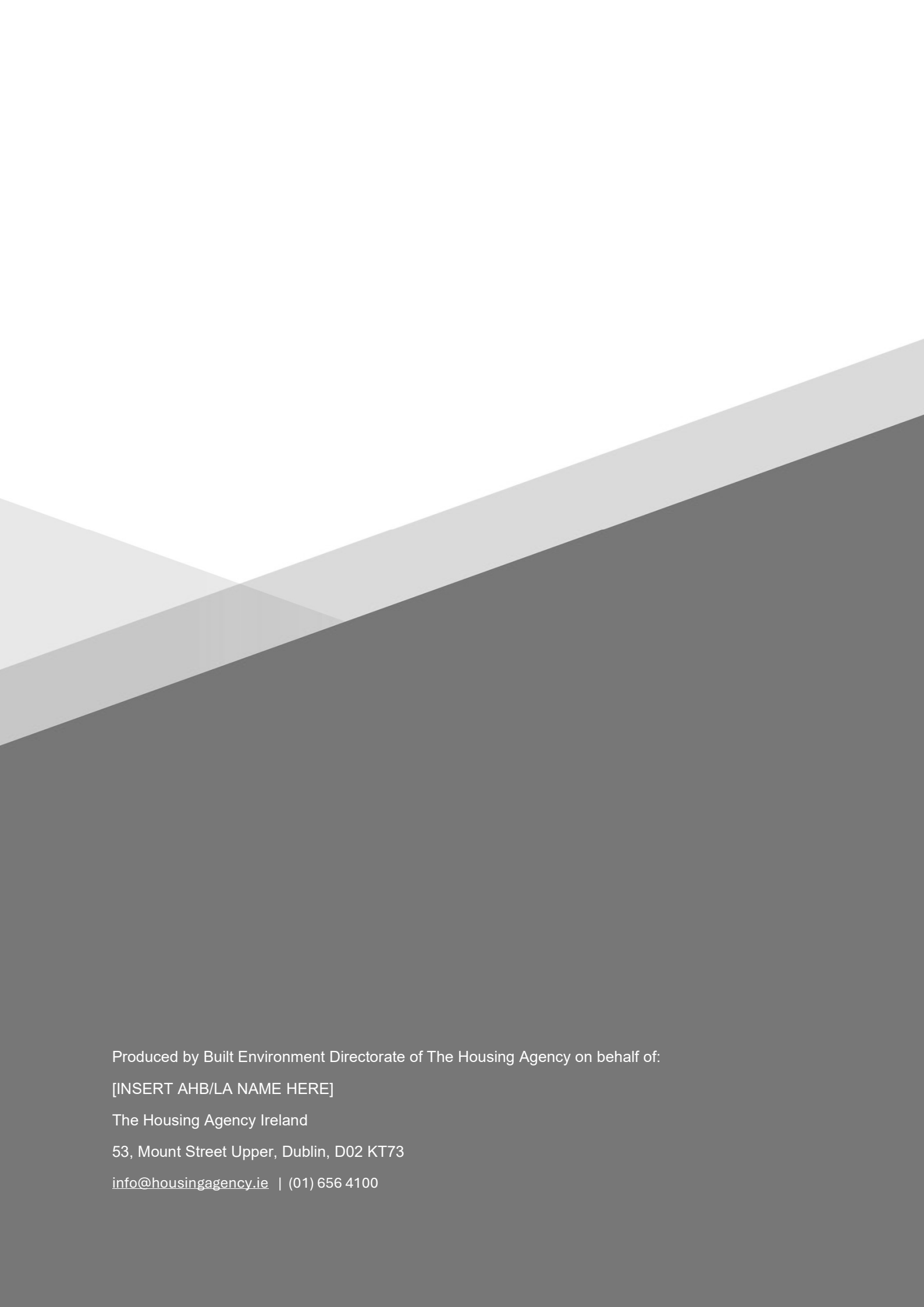
‘Inspection’ has the meaning set down in the relevant sub-sections of Section 7 of the Code of Practice.

‘Inspection Notification Framework’ or ‘INF’ has the meaning set down in Section 7.3 of the Code of Practice.

‘Inspection Plan’ has the meaning set down in Section 7.1 of the Code of Practice.

‘The Minister’ means the Minister for the Housing, Local Government and Heritage.

‘works’ includes any act or operation in connection with the Construction, extension, alteration, or renewal of a building.



Produced by Built Environment Directorate of The Housing Agency on behalf of:

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